

November, 2014	Request for Fire Wardens	Priority	<p>We have finalized a breakdown for each building outlining the goal and current number of wardens.</p> <p>The goal is to have one Warden per floor to do role call once building is evacuated.</p> <p>HR has produced checklists (by building; by floor) for role calls.</p> <p>A staff listing has been provided to Facilities Management to facilitate identifying new wardens.</p> <p>Philip has been working on Fire Warden responsibilities. This needs to be completed before search for wardens begins.</p> <p>Plan has been approved to have one muster station in the upper courtyard and one muster station in the lower courtyard.</p> <p>A draft document has been created but requires further revision.</p>	
August, 2014	Power outage concerns		<p>Policy to be developed for response during power outages.</p> <p>Issues include:</p> <ul style="list-style-type: none"> - Dark stairwells or hallways - - Ventilation - <p>work)</p> <p>Need to integrate with class cancellation policy (Jason)</p> <p>Fire warden could play a role</p> <p>UNB does not have a policy but security believes one should exist</p>	

November, 2017	First Aid Kits Who is responsible for checking / re-filling?		<p>Facilities Management checks the kits annually.</p> <p>Ideas put forward included:</p> <ul style="list-style-type: none"> - Creating a checklist for the kits. - Using a seal so we can determine when a kit has been used. - Including the checking of kits as a responsibility for Fire Wardens. <p>Action Item Review where kits are and check inventory (Facilities Management).</p> <p>Update This is in progress.</p> <p>Action Item Add a listing of first aid kit locations on the OH&S section of the website (Facilities Management / Communications).</p> <p>Update Locations are being tracked as the review is being completed.</p> <p>Action Item Explore whether First Aid Providers should have their own kit (Facilities Management).</p> <p>Update To be determined based on inventory.</p>	
January, 2018	Computer cords causing trip hazards in JDH. May be helpful to check with HIL at UNB to see how they handle this problem.		FM recently received pricing for receptacles. This pricing will be reviewed. The need for a solution is clear based on a recent event held in JDH.	
November, 2018	Floor lighting in Kinsella Auditorium		FM spoke with contractor. There is lighting on the end on the rows but it is dim. The contractor will be exploring this soon. The current challenge is that LED lighting would be too bright for the venue. Light shields were suggested but they would either break easily or would create a trip hazard.	
October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	

October 2020	Lockdown Incident		<ul style="list-style-type: none"> - The message was sent out in a timely fashion. - There was some confusion evidenced by some people going from building to building after the hold and secure notice went out. <p>Action Items:</p> <ul style="list-style-type: none"> - Be clearer on what is and isn't allowed in communications to employees. - Send out reminder about emergency procedures (highlight a section). This should be reviewed first by Philip, Dave, and Jason. UPDATE Philip and Dave went through the procedures and identified possible revisions. <p>There was a question whether Aramark employees were included on the emergency messages. Kim Wall was getting early ones, but steps will be taken to ensure she (and Aramark staff) receive all messages.</p>	
November 2020	First aid kits		<p>First aid kits have been assessed and new kits will be coming from St. John Ambulance. The content requirements for kits has changed and we are currently waiting for new kits that will be fully compliant with OHS legislation.</p>	
November 2020	Heating issues		<p>Although the heating issues in HCH and ECH will not remain on the JHSC's agenda moving forward, the committee did discuss concerns regarding portable heaters. It was agreed that there are risks involved but that employees are using them responsibly (e.g., turning them off before they leave their office for the day). It was also agreed that this is an issue best left to a potential discussion between Facilities Management and Senior Administration. Philip reiterated that if an employee is cold then their first step is to contact Facilities as opposed to using a portable heater.</p>	

	Updates on accidents and first aid		- Two employees experienced skin irritation from chemical (disinfectant) residue on toilet seats. The employees did not require first aid or medical attention. The incident involved a contractor, and the contracting company engaged their own JHSC and Safety Officer to investigate. Philip is expecting a final report from the contracting company soon.	
	Any health or safety concerns brought forward by employer or employees to committee members		- None	
	Any health or safety concerns arising from workplace inspections		- Facilities employees continue to do daily inspections throughout campus focused on safety hazards and COVID protocol compliance. It was noted that most employees and students are compliant.	
	Health or safety concerns and/or information brought forward by JHSC members		- None	

New business / Affaires nouvelles

January 2021	New process for Form 67		Philip explained the new process from WorkSafeNB on using their online Form 67. Action Item HR will send out a message to employees regarding the new process and will make necessary changes to the STU website.	
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Date of next meeting /
Date de la prochaine réunion: February 2021

Co-Chairperson (employer) /
Coprésident-e (employeur) : _____
Co-Chairperson (employee) /
Coprésident-e (salariés) : _____

Bathurst	
Place Bathurst Mall, 1300 St. Peter Avenue, Suite 220, Bathurst NB E2A 3A6 Fax: 506 547-7311 or 506 547-2982	Place Bathurst Mall, 1300, avenue St. Peter, pièce 220, Bathurst, NB E2A 3A6 N° de télécopieur : 506 547-7311 ou 506 547-2982
Grand Falls / Grand-Sault	
166 Broadway Blvd., Suite 300, P.O. Box 7244 Grand Falls NB E3Z 2J9 Fax: 506 475-2568	166, boulevard Broadway, pièce 300, case postale 7244, Grand-Sault, NB E3Z 2J9 N° de télécopieur : 506 475-2568
Dieppe	
30 Englehart Street, Suite F Dieppe NB E1A 8H3 Fax: 506 859-6911	30, rue Englehart, pièce F, Dieppe, NB E1A 8H3 N° de télécopieur : 506 859-6911
Grand Bay-Westfield	
P.O. Box 160 Saint John NB E2L 3X9 Fax (Southwest Region): 506 738-4050	Case postale 160, Saint John, NB E2L 3X9 N° de télécopieur (Région du Sud-ouest) : 506 738-4050