



Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety meeting held on June 18, 2025**

Adam J Sarty opened the meeting at 1:00 p.m. The following were in attendance:

|                   |                       |                      |
|-------------------|-----------------------|----------------------|
| Adam J Sarty      | FGSR                  | Member (Employer)    |
| Dennis Gillis     | Facilities Management | Member (Employer)    |
| Mark Moffett      | People & Culture      | Member (Employee)    |
| Jason Butler      | Facilities management | Alternate (Employee) |
| Shellie Petrossie | Facilities Management | Member (Employee)    |
| Valerie Wadman    | Human Resources       | OHS Consultant       |

**Guests:**        **Martha Nakiduuli**

**Regrets:**

**Roll Call:**

### **1.0     Approval of Minutes of Last Meeting**

Minutes were not approved, and will be approved at the September meeting.

### **2.0     Outstanding Items from Previous Meeting**

#### **JOHSC training**

**Valerie Wadman**

**From previous minutes:** Valerie Wadman advised members to take part in the free CCOHS training, paid for by the Department of Labour, Skills & Immigration. Committee members who have not taken the training are encouraged to take the safety committee training. Further information can be found at: <https://novascotia.ca/lae/healthandsafety/>.

Update: The JOHSC co-chairs will forward a message to the VP, Finance and Administration advising about the online Intro to OHS course and requesting that the message be sent to all employees. Valerie Wadman advised that the number of free online courses, (paid for by the Department of Labour, Skills & Immigration), that all Nova Scotian residents can take has increased to eight courses annually.

**Action:**        **Valerie Wadman to update the JOHSC at the September 2025 meeting.**

**Emergency Management Annual update****Dennis Gillis**

Deniss Gillis advised the working group has met and have scheduled another meeting to continue working on the policy. He is also meeting with Emergency Management Team to discuss the overall approach to updating the policy. Adam Sarty recommended that changes to the policy and any procedures for employees to follow be communicated to all employees.

**Action: Dennis Gill to update the committee at the September 2025 meeting.**

**International Travel Registry****Adam Sarty**

Adam Sarty advised that the new registry is expected to be completed in September, 2025. Adam noted that the old version of the travel registry is still available.

**Action: Adam J Sarty will update the committee at the September, 2025 meeting.**

**Water content concerns****Dennis Gillis**

Dennis Gillis advised the signs have arrived and are being installed.

**Action: Dennis Gillis to update the committee at the September 2025 meeting.**

**OHS Annual Policy review – calendar item****Valerie Wadman**

Valerie Wadman advised the revised policy has been posted to the University website.

**Action: No further action required.**

**NAOSH Week****Valerie Wadman**

Valerie Wadman advised that both events went well and were well attended.

**Action: No further action required.**

**3.0 Other Minutes and Reports****Science Safety Sub-committee****Adam Sarty**

The March 06, 2025 minutes distributed for review.

**Administration Units Sub-committee****Adam Sarty**

The March 20, 2025 and April 17, 2025 meeting minutes were distributed for review.



#### **Aramark**

**Adam Sarty**

The Aramark JOHSC is not meeting over the summer months, but are using the minute template to capture safety activities during this times. The April 17, 2025 and May 22, 2025 reports were distributed for review.

#### **SMUSA**

**Adam Sarty**

The May 15, 2025 minutes distributed for review.

#### **Childcare Facility**

**Adam Sarty**

The March 15, 2025 minutes distributed for review.

#### **Contractor Documentation**

**Valerie Wadman**

A number of contractor safety documents were distributed for review. Valerie Wadman confirmed that the new text, re safety and contracting, has been added to Procurement and Facilities Management tender documentation

#### **Pandemic Updates**

**Mark Moffett**

No new updates. Mark Moffett recommended this item be removed from the agenda. The members present agreed, but will wait to make a final decision at the September meeting

#### **Psychologically Healthy Workplace**

**Arla Day**

Valerie Wadman advised that in accordance with the legislation being released in September, every employer is expected to have a plan in place to address harassment and bullying. The University has created a Respectful Workplace Policy and Employee Code of Conduct to address these issues. already has one to respond to address psychological safety in the workplace. Lorri is doing updates with different departments.

#### **Indoor Air Quality Updates**

**Dennis Gillis**

Dennis Gillis advised they have not received any concerns regarding indoor air quality, since the last issue was addressed.

#### **Violence in the Workplace Policy and Prevention Plan review**

**Valerie Wadman**

Valerie Wadman advised that she is trying to find cost-effective training related to violence in the workplace. The new Harassment in the Workplace are supposed to be released in July.

#### **4.0 Injury and Incident Reports**

**Valerie Wadman**

The April & May, 2025 Incident reports, graph and Resident statistics were distributed for review.



## **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Reminders regarding outstanding annual inspection reports have been sent out. An updated job hazard assessment has been started with Arena staff.

## **6.0 New Business**

### **JOHSC Terms of Reference**

**Valerie Wadman**

Valerie Wadman asked the committee to review the policy and forward any comments by July 31, 2025.

**Action: Valerie Wadman to update the committee at the September meeting.**

### **Committee Membership**

**Valerie Wadman**

Valerie Wadman asked that members advise if they won't be part of the committee for the following year.

**Action: Valerie Wadman to update the committee at the September 2025 meeting.**

### **Heat Stress Guidelines**

**Valerie Wadman**

Valerie Wadman advised that Mark Moffett will send a message to Senior Management regarding the University's Heat Stress Guidelines, and ask them to forward to their departments.

**Action: Valerie Wadman will update the committee at the September meeting.**

## **7.0 Date and Time of Next Meeting –**

Meetings for the academic year will be on Wednesday at 1:00 p.m. Appointments have been sent to the committee. The next meeting will be in September 2025

## **Adjournment**

Meeting adjourned at 2:00 p.m.

---

Adam Sarty, Management Co-Chair

---

Arla Day, Employee Co-Chair

## Calendar

| Action Item   | Person(s)<br>Responsible              | Target Date    | Actions   |
|---|---------------------------------------|----------------|---|
| NAOSH Week  | Committee                             | February/March | Plan inhouse speaker  |
| Memo to Distribution Group re heat stress guidelines                        | Committee/<br>Valerie Wadman          | May            | Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.   |
| Review of Terms of Reference/<br>Membership Terms<br>Select JOHSC co-chairs | Committee                             | May/June       | Review Terms of Reference Documents and Committee membership.   |
| Occupational Health and Safety booklet                                      | Valerie Wadman                        | August         | Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. |
| Fire Drills/Fire Warden   | Dennis Gillis                         | October        | Fire Drills and Warden updates. Review compliance regarding fire alarms.  |
| WHMIS training Review   | Committee                             | October        | Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)   |
| Workplace Inspections   | Valerie Wadman on behalf of the JOHSC | October        | Forward in October of each year   |
| Annual Review of the OH&S Policy  | Committee                             | October        | Review the policy at October JOHSC meeting.   |
| CURIE Inspections   | Risk Manager                          | October        | Risk manager to share CURIE inspection reports  |
| Emergency Management  | Dennis Gillis                         | November       | Review procedures.  |