



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on January 20, 2026

Adam J Sarty opened the meeting at 12:33 p.m. The following were in attendance:

Adam J Sarty	FGSR	Member (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Deborah Brothers-Scott	People & Culture	Member (Employer)
Luke MacDonald	Engineering	Member (Employee)
Shellie Petrossie	Facilities Management	Member (Employee)
Jason Butler	Facilities Management	Alternate (Employee)
Valerie Wadman	People & Culture	OHS Consultant

Guests:

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

The November 18, 2025 minutes were approved by consensus.

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/>.

Valerie Wadman advised that the two new reports required for the Intro to OHS training were delayed, due to operational requirements.

Action: Valerie Wadman to update the JOHSC at the February, 2026 meeting.

Emergency Management Annual update

Dennis Gillis

Work on revising the Emergency Management policy will start again when the new Vice-President, Finance & Administration is hired. Dennis Gillis advised that Kevin Trudeau is offering emergency management information sessions.

Action: Dennis Gill to update the committee at the February, 2026 meeting.



International Travel Registry

Adam Sarty

Adam Sarty advised that work is almost completed on the registry. A form has been created and needs to be developed.

Action: Adam J Sarty will update the committee at the February, 2026 meeting.

Committee Membership

Adam Sarty

Deborah Brothers-Scott will act as a management representative on the JOHSC until a new AVP, People & Culture is hired.

Action: No further action required.

WHMIS Training Review (Calendar Item)

Valerie Wadman

Valerie Wadman advised that she did not receive any feedback on WHMIS training.

Action: No further action required.

Workplace Inspections (Calendar Item)

Valerie Wadman

This item has been transferred to Section 5 of the agenda.

Action: No further action required. .

OHS Policy review (Calendar Item)

Valerie Wadman

Valerie Wadman advised that she did not receive any feedback on the policy.

Action: Valerie Wadman to forward the policy to the University Secretary for posting on the website.

Sexual Violence & Harassment Policy review

Valerie Wadman.

Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

The November 14, 2025 minutes were distributed for review.



Administration Units Sub-committee

Adam Sarty

The committee did not meet in December due to the holiday closure. Their next meeting is January 22, 2026.

Aramark

Adam Sarty

The December 14, 2025 minutes were distributed for review.

SMUSA

Adam Sarty

The January 12, 2026 minutes were distributed for review.

Childcare Facility

Adam Sarty

The January 8, 2026 minutes were distributed for review.

Contractor Documentation

Valerie Wadman

Not available for review.

Psychologically Healthy Workplace

Valerie Wadman

Jennifer Tupper is developing an online training focused on Psychological Health and Safety that builds upon The RIGHT Leadership Training. She is keen to collaborate so the course can be more intentionally customized for participants.

Violence in the Workplace Policy and Prevention Plan review

Valerie Wadman

Kevin Kelloway is proposing three videos, with each video around 15-20 minutes.

- The first video will introduce some general background on the types of workplace violence and what that means in terms of risk factors;
- The second video will talk about mitigating the risks - what we can redo to reduce the likelihood and consequences of workplace violence. - this would include a discussion of imminent risk (when are interactions more likely to be violent);
- The third video will focus more on the SMU workplace violence policy.

4.0 Injury and Incident Reports

Valerie Wadman

The November and December, 2025 Incident reports, graph and Resident statistics were distributed for review.



5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

The spreadsheet showing the list of annual inspections that have been completed was distributed for review. Valerie Wadman will update management which inspections are still outstanding. No update available for the Arena JHA.

6.0 New Business

Policy on Unscheduled Closure

Shellie Petrossie

Shellie expressed concern that notification that the University is not open has not been posted by 6:00 a.m., resulting in some employees coming to work when the University is closed.

Action: Adam Sarty will follow up on this item and report back to the committee at the February meeting.

7.0 Date and Time of Next Meeting – the next meeting will be February 17, 2026 at 12:30 p.m.

8.0 Adjournment

Meeting adjourned at 1:27 p.m.

Adam Sarty, Management Co-Chair

Howard Donohoe, Employee Co-Chair

Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Review six month report from Respectful Workplace Adviser and Sexual Violence Advisor.		April	For review by JOHSC
Memo to SMG re heat stress guidelines	Committee/ OHS Consultant	May	JOHSC review in May. Announcement in bulletin.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	OHS Consultant	August	Send to Studio for Teaching & Learning for new Faculty orientation . Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy.
Fire Drills/Fire Warden	Senior Director, Facilities Management	October	Fire Drills and Warden updates. Review compliance re fire alarms.
WHMIS training Review	Committee, AUS & Science	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	OHS Consultant 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.
Review six month report from Respectful Workplace Adviser and Sexual Violence Advisor.		October	For review by JOHSC,
Emergency Management	Dennis Gillis	November	Review procedures.