



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on October 21, 2025

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

Adam J Sarty	FGSR	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Mark Moffett	People & Culture	Member (Employer)
Luke MacDonald	Engineering	Member (Employee)
Shellie Petrossie	Facilities Management	Member (Employee)
Howard Donohoe	Geology	Member (Employee)

Guests: Deborah Brothers-Scott, Dee Dooley, Lorri Bower, Martha Nakiduuli

Regrets: Valerie Wadman

Roll Call:

1.0 Approval of Minutes of Last Meeting

Adam Sarty moved to approve the September 16, 2025 minutes and Mark Moffet seconded.

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/>.

A reminder that free safety training is available from the CCOHS, through the Department of Labour.

Action: Valerie Wadman to update the JOHSC at the November, 2025 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 January, 2026 meeting.



International Travel Registry

Adam Sarty

Adam Sarty advised that work is continuing on the registry. They have met with the Provost Council and are getting feedback from this group. Adam noted there are concerns related to confidentiality and who can see what information.

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

Committee Membership

Adam Sarty

The only remaining vacancy on the JOHSC is the alternate member position for People and Culture, which is usually held by the University's Risk Manager. Adam noted there could be a temporary alternate until the Risk Manager position is filled. He and Mark Moffet will discuss. It was noted that the University would not proceed with the Risk Manager role until the VPFA role is filled.

Action: Adam Sarty to update the committee at the November, 2025 meeting.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Howard Donohoe

June 20, 2025 minutes distributed for review.

Administration Units Sub-committee

Howard Donohoe

June 19, 2025 minutes distributed for review.

Aramark

Howard Donohoe

September 25, 2025 minutes distributed for review.

SMUSA

Howard Donohoe

Minutes are not available for review.

Childcare Facility

Howard Donohoe

September 29, 2025 minutes distributed for review.

Contractor Documentation

Valerie Wadman

Not available for review.



Psychologically Healthy Workplace

Valerie Wadman

Lorri Bower and Dee Dooley presented to the committee, proposing a process for sharing information on incidents covered under the Respectful Workplace policy and the Sexual Violence and Harassment policy. The committee agreed with the proposal, but requested a narrative section, to help interpret the data. Reports will be provided every six months. Adam Sarty will communicate the October 28th policy review with all faculty.

Indoor Air Quality Updates

Dennis Gillis

Pat Farmer advised there were some maintenance changes scheduled. Facilities Management has not received any concerns regarding indoor air quality.

Violence in the Workplace Policy and Prevention Plan review

Valerie Wadman

No update available.

4.0 Injury and Incident Reports

Valerie Wadman

The September, 2025 Incident reports, graph and Resident statistics were distributed for review. It was noted that the total number of residence reports seemed to be higher.

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

No update available.

6.0 New Business

Fire Drills: (Calendar item)

Patrick Farmer

All drills have been completed except for the Student Centre and the Dauphinee Center drills.

Action: Pat Farmer will provide a report when all drills are completed.

CURIE Inspections: (Calendar item)

Patrick Farmer

The last Curie inspection was conducted in 2022. CURIE is no longer completing regular inspections.

Action: No further action required.

7.0 Date and Time of Next Meeting – the next meeting will be November 18, 2025 at 12:30 p.m..



8.0

Adjournment

Meeting adjourned at 1:56 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
Memo to Distribution Group re heat stress guidelines	Committee/ 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/ Membership Terms 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.