



Saint Mary's University, 923 Robie Street

## **Minutes for Joint Occupational Health and Safety meeting held on February 17, 2026**

Howard Donohoe opened the meeting at 12:34 p.m. The following were in attendance:

Adam J Sarty	FGSR	Member (Employer)
Patrick Farmer	Facilities Management	Alternate (Employer)
Deborah Brothers-Scott	People & Culture	Member (Employer)
Howard Donohoe	Geology	Member (Employee)
Shellie Petrossie	Facilities Management	Member (Employee)
Jason Butler	Facilities Management	Alternate (Employee)
Valerie Wadman	People & Culture	OHS Consultant

**Guests: Martha Nakiduuli**

**Regrets:**

**Roll Call:**

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

The January 20, 2026 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 March, 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 Gillis to update the committee at the March, 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 March, 2026 meeting.**

**OHS Policy review (Calendar Item)**

**Valerie Wadman**

Valerie Wadman advised that the policy has been forwarded to the University Secretary for posting on the website.

**Action: No further action required.**

**Policy on Unscheduled Closure**

**Adam Sarty**

Adam Sarty advised he has passed on the concerns from JOHSC, re the timing of messages relating to university closures, as per the Unexpected Closure policy. External Affairs confirmed with Adam that the website will be updated first of all and then the phonenumber.

**Action: No further action required.**

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Howard Donohoe**

Minutes not available for review. The committee will meet on February 27, 2026

**Administration Units Sub-committee**

**Howard Donohoe**

The November 26, 2025 minutes were distributed for review.

**Aramark**

**Howard Donohoe**

The January 28, 2026 minutes were distributed for review.

**SMUSA**

**Howard Donohoe**

Minutes not available for review. The committee will meet in March, after the break.

**Childcare Facility**

**Howard Donohoe**

The Childcare Facility JOHSC is not scheduled to meet until April

**Contractor Documentation**

**Valerie Wadman**



Two safety plans distributed for review.

### **Psychologically Healthy Workplace**

**Valerie Wadman**

Lori Bower will follow up with Jennifer Tupper, in March, re the online training focused on Psychological Health and Safety that builds upon The RIGHT Leadership Training.

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

**Valerie Wadman**

Kevin Kelloway has advised he hopes to have the three videos, relating to violence in the workplace completed soon.

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

**Valerie Wadman**

The January, 2026 Incident reports, graph and Resident statistics were distributed for review.

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

**Valerie Wadman**

No update available,

### **6.0 New Business**

#### **NAOSH Week (calendar item)**

**Valerie Wadman**

Valerie requested feedback and suggestions for the NAOSH week topics for the safety talk during NAOSH Week. Adam Sarty recommended an overview of emergency response by Kevin Trudeau. Valerie will ask the two safety sub-committees for ideas.

**Action: Valerie Wadman will contact the two safety sub-committees for ideas for a safety talk during NAOSH Week.**

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

### **8.0 Adjournment**

Meeting adjourned at 1:00 p.m.

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Adam Sarty, Management Co-Chair

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Howard Donohoe, Employee Co-Chair

**Calendar**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Actions</b>
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.