



Saint Mary's University, 923 Robie Street

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

Howard Donohoe opened the meeting at 12:30 p.m. The following were in attendance:

Howard Donohoe	Geology	Member (Employee)
Dennis Gillis	Facilities Management	Member (Employer)
Suzanne van den Hoogen	Library	Alternate (Employer)
Deborah Brothers-Scott	People & Culture	Member (Employer)
Valerie Wadman	People & Culture	OHS Consultant

**Guests: Martha Nakiduuli**

**Regrets: Shellie Petrossie**

### **Roll Call:**

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

The February 17, 2026 minutes were not approved due to a lack of quorum

#### **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/lac/healthandsafety/>.

Valerie Wadman advised that the two new reports required for the Intro to OHS training were delayed, due to operational requirements. Valerie advised we need to decide if the training should be renewed every three years or every five years.

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

**NAOSH Week (calendar item)**

**Valerie Wadman**

Valerie Wadman reported that there were no new suggestions from the safety committees. She advised that Kevin Trudeau is willing to be the NAOSH speaker. The event will be held in Sobey 255 on May 5, 2026 at 10:00 a.m.

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

**3.0 Other Minutes and Reports**

**Science Safety Sub-committee**

**Howard Donohoe**

The December 17, 2025 minutes were distributed for review.

**Administration Units Sub-committee**

**Howard Donohoe**

The January 28, 2026 minutes were distributed for review.

**Aramark**

**Howard Donohoe**

The February 26, 2026 minutes were distributed for review.

**SMUSA**

**Howard Donohoe**

The February 26, 2026 minutes were distributed for review.

**Childcare Facility**

**Howard Donohoe**

The Childcare Facility JOHSC is not scheduled to meet until April.

**Contractor Documentation**

**Valerie Wadman**

No new documentation to review.

**Psychologically Healthy Workplace**

**Valerie Wadman**

The Studio advised that due to staffing shortages, there have been some delays with the Psychologically Healthy Workplace course. Most of the content has been created.



## **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 March, 2026 Incident reports, graphs and Resident statistics were distributed for review. Yearly incident breakdown for the year will be available for April and presented to the JOHSC committee.

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

**Valerie Wadman**

Reminders were sent out to everyone, and new inspections have been received in the meantime

### **6.0 New Business**

**No new business**

### **7.0 Date and Time of Next Meeting – the next meeting will be April 28, 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.