



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on September 16, 2025

Adam J Sarty opened the meeting at 12:30 p.m. The following were in attendance:

Adam J Sarty	FGSR	Member (Employer)
Dennis Gillis	Facilities Management	Member (Employer)
Mark Moffett	People & Culture	Member (Employer)
Luke MacDonald	Engineering	Member (Employee)
Shellie Petrossie	Facilities Management	Member (Employee)
Howard Donohoe	Geology	Member (Employee)
Valerie Wadman	Human Resources	OHS Consultant

Guests: **Martha Nakiduuli**

Regrets:

Roll Call:

1.0 Approval of Minutes of Last Meeting

Dennis Gillis moved to approve the April, 2025 and June, 2025 minutes and Shellie Petrossie 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/lac/healthandsafety/>.

Valerie Wadman advised that an email regarding the online Intro to OHS course was sent to all employees by the Vice-President, Finance & Administration. A report is being created to list all employees who have taken then course by department. That info will then be sent to each department leave. A report has been created to add new employees to the course. It was decided that would be done monthly.

Action: **Valerie Wadman to update the JOHSC at the October, 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.

Water content concerns**Dennis Gillis**

Dennis Gillis advised that most signs have been installed with the exception of bathroom signage. Approximately 30% of bathroom signs have been installed. The remainder will be installed as time permits. As the work is part of ongoing maintenance work, this item does not require additional follow-up by the JOHSC.

Action: No further action required.

JOHSC Terms of Reference**Valerie Wadman**

Valerie Wadman advised that one member had provided feedback, most of which was explanatory questions. No changes recommended for the Terms of Reference.

Action: No further action required.

Committee Membership**Adam Sarty**

Adam Sarty advised that Dr. Luke MacDonald will be the SMUFU employee representative on the JOHSC. Dr. Eden-Ray Rukick will be the alternate member. The only remaining vacancy 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.

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



Heat Stress Guidelines

Valerie Wadman

Valerie Wadman advised that Mark Moffett sent a message to Senior Management regarding the University's Heat Stress Guidelines, and asked them to forward to their departments. An article was included in the University Bulletin and info sessions were provided to Facilities Management employees. The Return to Work and Accommodations Consultant received three requests related to heat stress. There were not any OHS incident reports filed related to heat stress.

Action: No further action required.

3.0 Other Minutes and Reports

Science Safety Sub-committee

Adam Sarty

The Science Safety Sub-committee will have their first meeting of the academic year on September 26, 2025.

Administration Units Sub-committee

Adam Sarty

The Administrative Units Safety sub-committee will have their first meeting of the academic year on September 24, 2025. .

Aramark

Adam Sarty

Minutes not available for review.

SMUSA

Adam Sarty

Minutes are not available for review.

Childcare Facility

Adam Sarty

Minutes are not available for

Contractor Documentation

Valerie Wadman

A number of contractor safety documents were distributed for review.

Pandemic Updates

Mark Moffett

No new updates. Mark Moffett recommended this item be removed from the agenda. The members agreed.

Psychologically Healthy Workplace**Valerie Wadman**

Valerie Wadman confirmed that new legislation was released in September to address harassment and bullying. The new legislation also covers sexual harassment. The Department of Labour confirmed that “The JOHS involvement/expectations remains aligned with the JOHS roles in the OHS Act”. Lorri Bower, Respectful Workplace Advisor and Dee Dooley, have offered to present to the JOHSC to determine what information needs to be shared with JOHSC, so they are in compliance with regulatory requirements, and still maintaining privacy requirements.

Indoor Air Quality Updates**Dennis Gillis**

Dennis Gillis advised they have not received any concerns regarding indoor air quality.

Violence in the Workplace Policy and Prevention Plan review**Valerie Wadman**

Valerie Wadman advised that she is working on revising the plan. She advised that the new regulations will not impact greatly on the plan.

4.0 Injury and Incident Reports**Valerie Wadman**

The June 1, 2025 to August 31, 2025 Incident reports, graph and Resident statistics were distributed for review. Discussion followed on the contractor incident. It was noted contractors, on Campus, are required to report incidents and injuries. Contractor safety-related incidents are monitored as part of the University’s legal obligation to monitor contractor safety.

5.0 Workplace Inspection/Hazard Identification**Valerie Wadman**

Office inspections and home inspection checklists are continuing to trickle in. The next annual request for office inspections will be sent in October. Work is continuing on updating the job hazard assessment for Arena staff.

6.0 New Business

No new Business.

7.0 Date and Time of Next Meeting –

Meetings for the academic year will be on Tuesdays at 12:30 p.m. Appointments have been sent to the committee. The next meeting will be on October 21, 2025, from 12:30 p.m. to 2:00 p.m.



Adjournment

Meeting adjourned at 2:00 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.