



Saint Mary's University, 923 Robie Street

Minutes for Joint Occupational Health and Safety meeting held on November 18, 2025

Adam J Sarty opened the meeting at 12:31 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)
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

Shellie Petrossie moved to approve the October 21, 2025 minutes and Luke MacDonald 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 updated the committee on issues relating to creating reports for Intro to OHS training.

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

Fire Drills:**Patrick Farmer**

The 2025 annual Fire Drill report was distributed for review.

Action: No further action required.

CURIE Inspections:**Patrick Farmer**

The last Curie inspection was conducted in 2022. CURIE is no longer completing regular inspections. This item will be removed from the JOHSC calendar.

Action: No further action required.

3.0 Other Minutes and Reports**Science Safety Sub-committee****Adam Sarty**

September 26, 2025 minutes distributed for review. Discussion followed on changes made to the risk management process, based on changes to academic regulations, particularly as related to safety review. Adam Sarty noted that this has been raised at Senate.

Action: Valerie Wadman to contact the three Deans.

Administration Units Sub-committee**Adam Sarty**

September 22, 2025 minutes distributed for review.

**Aramark****Adam Sarty**

October 21, 2025 minutes distributed for review.

SMUSA**Adam Sarty**

October 23, 2025 minutes distributed for review.

Childcare Facility**Adam Sarty**

Next meeting is scheduled for January 2026

Contractor Documentation**Valerie Wadman**

Not available for review.

Psychologically Healthy Workplace**Valerie Wadman**

Lorri Bower and Dee Dooley will provide incident statistics in April and October.

Indoor Air Quality Updates**Dennis Gillis**

As the committee has not received any air quality concerns in many months, it was agreed this item should be removed from the agenda. Any new concerns will be addressed in new business.

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

No update available.

4.0 Injury and Incident Reports**Valerie Wadman**

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

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

The annual request to inspect workplace offices and home offices was sent in early October. It was identified that some of the new safe work practices required for Arena staff are also used for Custodial staff, such as, Handling of Sharps and Blood Borne Pathogens. These SWPs are being updated, both for the Arena and Custodial. Training on these SWPs will be provided during Reading Week in February, 2026.

6.0 New Business

WHMIS Training Review (Calendar Item)

Valerie Wadman

Valerie Wadman advised that this review is a legal requirement. The intent is to determine if the training being provided is sufficient to keep employees, who work with controlled products, safe. The Science Safety sub-committee has advised the training provided is sufficient.

Action: Valerie Wadman to update the committee at the December meeting.

Workplace Inspections (Calendar Item)

Valerie Wadman

The annual request for workplace inspections has been sent. Inspection reports for both home and office are being received.

Action: Valerie Wadman will provide an update at the January, 2026 meeting.

OHS Policy review (Calendar Item)

Valerie Wadman

The OHS Policy has been distributed to all three safety committees for review.

Action: Valerie Wadman to update the committee at the December 16, 2026 meeting.

Sexual Violence & Harassment Policy review

Valerie Wadman

Student Affairs and Services have initiated a review of the Sexual Violence & Harassment policy. There is an online policy feedback form online which has to be completed by November 24, 2025.

Action: Committee members to review the policy and comment online, if they wish to provide any comments or recommendations.

7.0 Date and Time of Next Meeting – the next meeting will be December 16, 2025 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.