

AST Occupational Health & Safety Committee

Minutes (Approved Nov. 25, 2020)

September 25th 2020

1:09pm on Microsoft Teams

Present: Alison Holmes, Chris Farthing, Terry Slaunwhite, Jeff Armstrong, Bobbi Zahra, Brittany Stannick, Maxwell Martin

1.0 **Called to order** by Alison

- a. Approval of Agenda- approved by Chris F. & Terry S.
- b. Approval of minutes from previous Meeting (yet to be Approved)

2.0 **Old Business**

- a. **Residents concerns** – No old concerns from Bobbi, she stated that things have been quiet and any resident concerns that arise aren't under the purview of the OH&S.
- b. **Old Library Concerns** – Alison brought up a concern from the February meeting, food had been left out in the library and we were going to contact Colleen on it. Because of COVID-19 we're not holding meetings on campus, so no action is needed.
- c. **Old Maintenance concerns** – Jeff brought up the steps between the residents building and the 1898 building. Terry mentioned the stairs and the water line in that area are in the works of being completed and that this was spoken about in previous OH&S meeting. Project started **(enter date here)** and hopes of finishing soon **(enter date here)**. It will finally be checked off our list of getting done and added that they will be filling the sinkhole in the back of residents by the garbage bins. Noted the crew working on it has done work for us in the past.
- d. **Old Academic concerns** – Brittany brought up about the mail machine and how it was no longer available to use. Previously, staff had to leave work to go to the post office. Now it is not a concern since people are working from home.
The other old academic concern is about the garbage is being collected less frequently. Now it's not much of a concern due to COVID-19 and most people still working from home.

3.0 **New Business**

- a. **New Resident concerns** – Bobbi said the residence has been quiet for the most part.
- b. Bobbi pointed out that OH&S did a walkthrough of the residence and that she was not advised of this. Bobbi's concern was that now the residence is a private space, no longer shared by staff, she should be notified when people were coming in. Related to OH&S walkthrough, Bobbi feels that too much signage could be a bad thing. She knows that there are residents who already

don't read the signage and she feels more signage will not be helpful. If there is any more signage added to the residence, Bobbi would like it to be brought to her attention before hanging. Alison assured Bobbi that no more walkthroughs would be done in residence unless Bobbi was first notified.

- c. Only other concerns from residence is that there are new people moving into residence and they have been advised on safety, hand sanitizing and wearing masks. Bobbi will confirm with Maintenance on the date when this will be happening so space can be given for the move in.
- d. **New Library concerns** – No new library concerns currently.
- e. **New Maintenance concerns** – The kitchen (room 205) is not taken care of and is in bad shape. The Dons have been notified and are working to remedy this. Terry also noted that the 3rd floor sink room has soapy water continually on the floor. Bobbi said that she will investigate it and it was suggested a drying rack be added.
- f. **New Academic Concerns** – Brittany mentioned that staff are concerned about the mail situation. Staff are still having to go into residence to pick up their mail and where it is now a fully closed residence, there are concerns about safety. Bobbi suggested as a solution that the Dons bring the mail down to the president's lodge so that it could be sorted there. Terry said that the original idea was to put it in the photocopy room in the library, but he hasn't heard anything about it since.
- g. **New Faculty Concerns** – No new library concerns currently.
- h. **Student Concerns** – Max said he had no student concerns but he did mention that students couldn't find any contact information for the OH&S this past year.
- i. Sexual Violence Prevention Update – Sub-committee for Sexual Violence Prevention needs to meet.
- j. **OH&S Plans for the New Year** - The OH&S Committee reports to the MAC Committee. This comes into play when we have issues that we cannot resolve ourselves. In the last month or so, Chris and Alison have reached out to Linda, who is on the MAC Committee, to have better communication between us. Due to this, there are some new plans that we are hoping to implement for the OH&S in the coming year. The biggest change over the next year is regarding policies. Chris and Alison discovered that several of our policies are out of date. They brought the issue to Linda and are in the process of updating them. As the year goes on, we will be reviewing these policies, whether in meetings or through email. Another change, which is already underway, is that the OH&S Committee now has a website page on the AST main website. This is a place where people can go to find out how to contact the committee and to see the minutes of our meetings. Lastly, there may be more changes however, Alison is unsure of what all the plans are right now. Chris and Alison will be having a meeting with Linda next week to discuss the plans and afterwards Alison will try to give everyone a more solid idea of what to expect for the next year.

4.0 Other Business

- a. **Other OH&S Concerns** – Terry mentioned again that they are working on the water line project. They are waiting for approval from the water commission. Alison let everyone know that the First aid signs around campus are now updated to include the nine people who have up to date first aid training. We are currently working on a way to have first aid for the residence dons and Bobbi, but any further training will be put off until necessary since we have so many people trained.

- b. **COVID-19 Concerns** – Max would like for the students to be notified as soon as possible about what is happening for next term. Students would prefer to know before December.

5.0 Ending Items

- a. **Date of Next Meeting** - A meeting date was not decided but members stated when they were available. Alison said she would send an email closer to the date and arrange the meeting through email.