

Minutes of the Administrative Units Safety Sub-Committee meeting held on April 22, 2021

Meeting opened at 10:30 AM (Virtual Meeting). The following were in attendance:

Patrick Farmer	Andrew Baker	Shelly Petrossie	Kevin Trudeau
Valerie Wadman	Derrick Colburn	Tim Gill	Roberta Graham
Matt Dickinson	Greg Knight		

Regrets:

Guests:

Roll Call: Sush recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Roberta - Minutes of the March 17, 2021 meeting approved.

2.0 Outstanding Items from Previous Meeting

Review Memberships – Ongoing

OHS Policy

Valerie advised all committees have reviewed the OHS Policy, with no recommendations for revision.

Action: No further action required.

Safe Work Practices

No feedback received from committee members.

Action: No further action required.

Fire Drill report

Pat advised he is still working on overall fire prevention.

Action: Pat to update at the April meeting

First Aid Training:

Training for some employees expiring shortly, RSO first aid training to take place in September. The requirements for Advanced First Aid training will be determined once the new NS First Aid Regulations are released.

Action: Valerie/Greg will organize a new training in late Sept/Oct,

Transportation of Injured Employees

No feedback from committee members regarding the Transportation of Injured Employees.

Action: No further action required.

NAOSH

NAOSH week will be done virtually this year. The University is participating in CSSE presentations, by Dr. Kevin Kelloway and Dr. Mark Fleming.

Action: Valerie to update the committee at the April meeting.

Annual Report

Valerie advised that the annual report for April 1, 2020 to March 31, 2021 is now due. The AUS committee has a section in the report.

Action: Valerie volunteered to make annual report referring to 2020-2021 meeting minutes. Ongoing.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

The JOHSC committee met in February. Valerie reported on the JOHSC minutes. There are no new updates on JOHSC training.

Action: Ongoing

4.0 Injury and Incident Reports

March report was reviewed.

5.0 Workplace Inspection/Hazard Identification

Valerie advised the committee that some workplace inspections forms have been returned to Pat Farmer. The number of returned forms is much lower, due to the low number of employees on Campus.

6.0 New Business

Hazard Identification (calendar item)

Job hazard assessments (JHA) have been completed for Maintenance and Operations, Custodial employees and Desk top support in EIT. Committee members are to talk to their departments to determine if new JHAs are needed or if existing ones need to be updated.

Action: Committee members to report back in May meeting.

7.0 Date and Time of Next Meeting

The 2021 Administrative Units Safety Sub-committee meetings will take place on the third Thursday of each month, at 11:00 am, in the Facilities Management Boardroom, as follows:

May 20, 2021	June 17, 2021	September 16, 2021	October 21, 2021
November 18, 2021	December 16, 2021		

8.0 Adjournment

The meeting was adjourned at 11:37 am.

Calendar

Review Month	Agenda Item	Action
January	Safe Work Practices	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March	Annual Report	Discuss Committee Feedback
April	Hazard ID & Inspections	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training