

Facilities Management Boardroom

Minutes of the Administrative Units Safety Sub-Committee meeting held on December 3rd, 2020.

Meeting opened at 11:00 AM (Virtual Meeting). The following were in attendance:

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

Regrets:

Guests:

Roll Call: Koren recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Minutes of the September 17th, 2020 meeting approved.

2.0 Outstanding Items from Previous Meeting

First Aid – Valerie to meet with Kevin regarding First Aid. Changes to First Aid is on hold by Labour due to the Pandemic.

Annual Report – Completed

Action: No Further Action Required

Hazard ID – Please review. Please advise if any need to be updated and report back at the next meeting.

Action: No Further Action Required

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

The JOHSC committee met in September. Valerie Wadman advised that work is continuing on online training, in consultation with Kevin Kelloway. Valerie will continue to update the committee.

Action: Ongoing

4.0 Injury and Incident Reports

The September and October incident reports were reviewed.

5.0 Workplace Inspection/Hazard Identification

The inspection checklist were sent out the end of November and many have been completed and sent back to Facilities for review.

Action: Ongoing.

Hazard Identification

Two process to work on:

- Job Hazard Identification for Administrative Staff
- Review job Hazard Assessment for the Arena Staff

Action: Valerie advised that a job hazard assessment will be completed for administrative staff. Valerie will update the committee at the January meeting.

6.0 New Business

- Review Memberships – **Ongoing**
- Terms of Reference – Valerie to send of terms of reference for review. Please return to Valerie by the January meeting.
- OHS Policy - Valerie to send out Policy for committee members to review. Please send back to Valerie by the January meeting.
- WHMIS - Valerie has asked committee members to look at any training that they are receiving in their departments. She has reminded committee members of the free online WHIMS training for their departments. Report back to Valerie at the January meeting.
- Staff Training - Valerie has asked committee members to look at any training that they are receiving and to make sure it is sufficient for their departments. Report back to Valerie at the January 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 10:30 am, in the Facilities Management Boardroom, as follows:

January 21st, 2021 February 18th, 2021 March 18th, 2021 April 15th, 2021

May 20th, 2021 June 17th, 2021 September 16th, 2021 October 21st, 2021

November 18th, 2021 December 16th, 2021

8.0 Adjournment

The meeting was adjourned at 11:00 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	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