

Aus-Sub Committee Meeting

Minutes of the Administrative Units Safety Sub-Committee meeting held on February 17th, 2022.

Meeting opened at 12:00PM (Teams Meeting). The following were in attendance:

Pat Farmer, Valerie Wadman, Kevin Trudeau, Liam Varley, Shellie Petrossie, Tim Gill

Regrets: Andrew Baker

Guests:

Roll Call: Kristen recorded the names in attendance. This meeting has been deemed a small information meeting.

1.0 Approval of Minutes of Last Meeting

Kevin Trudeau moved to accept the minutes of the January 20th meeting.

2.0 Outstanding Items from Previous Meeting

Review Memberships

Memberships were discussed. All future meetings have been sent to a couple of Pat's employees as per Pat's request.

Pat will follow up with them. Tim has alternate for EIT, Jennifer will be sent the meetings in the future.

Action: Ongoing

WHIMIS Training Review

WHIMIS Training review is in progress.

Required by OHS legislation to determine if level of training is safe enough. No feedback yet.

Action: No further action

Fire Drill report

The student services building is the only building left for the fire drill. This has not been done yet. Pat is waiting for good weather.

Action: Ongoing

First Aid Training

Not able to do first aid training because of COVID restrictions. Valerie speaks about how new regulations regarding first aid training and kits will become available in May.

If things are going the way they currently are, she is looking at doing in-person first aid in April

Action: Ongoing

Annual Report

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

Nothing new in the JOHSC minutes. Most conversation was surrounding the pandemic. There are not very many action items, just general conversation.

Action: Ongoing. Discuss at next meeting.

4.0 Injury and Incident Reports

Valerie Wadman

New incident report was distributed. There was one incident that occurred in a lab but that wouldn't be pertinent to this committee.

EIT Had an incident in a construction site. In January, most of the incidents were related to slipping on ice. To avoid this, we have a lot of matting to prevent indoor incidents.

It also might be a good idea to educate people to be careful walking outdoors.

Action: Ongoing

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Pat was tied up but will prepare something for next meeting. Anas is not working anymore so it will take time to compile this info.

Action: Pat to update at next meeting.

6.0 New Business

NAOSH Week

In-house event on psychological health. Since covid it has been taking place virtually, but they might start doing them in-person again now that restrictions are lifting.

Shellie raises a concern about students not wearing masks and she is concerned what to say to them/how they should be addressed. This is an ongoing issue and is expected to be an issue until masking is no longer mandatory. In most cases, compliance outweighs non-compliance.

Action: Ongoing

7.0 Date and Time of Next Meeting

March 17th, 2022 at 11:00am.

They will remain as teams calls for now. This seems to work well for everyone. If things change, we could discuss having these meetings in person.

8.0 Adjournment

The meeting was adjourned at 12:25pm.

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