

Minutes of the Administrative Units Safety Sub-Committee meeting held on February 18th, 2021.

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

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

Regrets:

Guests:

Roll Call: Koren recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Minutes of the January 21st, 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: Valerie will update committee in March.
- WHMIS - Valerie advised WHMIS training had been reviewed by both sub-committees. No recommendations for change has been received.
 - Action: No further action required.
- Safe Work Practices
 - Committee members are to discuss with their Departments and report back at the March meeting.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

The JOHSC committee met in January. Valerie Wadman advised that she has been in contact with SAS and has been set up in Brightspace. Currently, she is working on the Intro to OHS Program.

Action: Ongoing

4.0 Injury and Incident Reports

December and January reports were reviewed.

5.0 Workplace Inspection/Hazard Identification

Valerie advised the committee that the workplace inspections were sent out the end of January. Forms will need to be sent to Patrick Farmer.

Action: Ongoing.

Fire Drill report - **Ongoing**

Hazard Identification

6.0 New Business

First Aid – Valerie has asked the committee members to discuss any First Aid training that may be required for their Departments. Please report back at the March Meeting.

NAOSH – NAOSH week will be done virtually this year. Valerie has asked committee members if they have any suggestions for guest speakers.

WHIMS (SDS) – Valerie has asked committee members see if they are using any chemical products within their departments that may require updated SDS sheets. Report back at the March 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:

March 18 th , 2021	April 15 th , 2021	May 20 th , 2021	June 17 th , 2021
September 16 th , 2021	October 21 st , 2021		
November 18 th , 2021	December 16 th , 2021		

8.0 Adjournment

The meeting was adjourned at 11:30 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