



Facilities Management Boardroom

Minutes of the Administrative Units Safety Sub-Committee meeting held on January 16th, 2020.

Meeting opened at 10:30 AM in McNally South 025 (Facilities Management boardroom). The following were in attendance:

Roberta Graham
Derrick Colburn
Tim Gill
Greg Knight
Kevin Trudeau
Ashlee McLeod
Andy Baker
Valerie Wadman
Rick McDonald
Heather Mombourquette

Regrets:

Guests: Matt Dickinson

Roll Call: Koren recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Minutes of the December 19th, 2019 meeting approved.

2.0 Outstanding Items from Previous Meeting

Staff Training

Committee members were asked if current safety training being provided is sufficient for their employees.

Action: No Further Action Required.

Report on Annual Fire Drills

The 2019 Fire Drill summary was reviewed. Any remaining areas that did not complete a Fire Drill will take place next season.

Action: No Further Action Required.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

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

Action: Matt Dickinson is looking into the Safety/Transportation services from these minutes.

4.0 Injury and Incident Reports

The December 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 February meeting.

6.0 New Business

- Safe Work Practices

Annual Safe Work Practices

Action: Committee members have been asked to discuss with their departments of particular work situations that may need Safe Work Practices and report back at the February meeting.

- **Custodial Working Group**

Looking into Custodial injury/incidents and if there are any trends due to an aging workforce. The Custodial working group is looking to implement programs to help with physical and mental health.

7.0 Date and Time of Next Meeting

The 2020 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:

February 20, 2020	March 19, 2020	April 16, 2020
May 21, 2020	June 18, 2020	September 17, 2020
October 15, 2020	November 19, 2020	December 17, 2020

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