

Facilities Management Boardroom

Minutes of the Administrative Units Safety Sub-Committee meeting held on June 18th, 2020.

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

Unknown

Regrets:

Guests:

Roll Call: Roberta recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Minutes of the January 16th, 2020 meeting approved.

2.0 Outstanding Items from Previous Meeting

- Safe Work Practices
- Annual Safe Work Practices

No Further action required.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

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

Action: Looking for updates on Pandemic Planning

4.0 Injury and Incident Reports

The April and May 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 September meeting.

6.0 New Business

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

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

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:

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
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