

Aus-Sub Committee Meeting

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

Meeting opened at 11:09AM (Teams Meeting). The following were in attendance:

Pat Farmer, Valerie Wadman, Kevin Trudeau, Garrett Boutilier, Tim Gill, Derrick Coldburn, Andrew Baker

Guests:

Roll Call: Kristen recorded the names in attendance.

1.0 Approval of Minutes of Last Meeting

Tim Gill moved to accept the minutes of the February 17th 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.

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

- All buildings done except for the Student Centre. Picked up this year, maybe in the spring and to be done again in the fall.
- Most issues are resolved. Annual fire inspections are coming up in April for the whole campus.
- Lack of fire wardens still exists. Need to recruit new wardens that work on campus to fill those duties.

- People must be campus flex to be fire wardens. Less people are on campus given the new home/hybrid flex work options.

Action: Ongoing

First Aid Training

Not able to do first aid training because of COVID restrictions. Valerie explains that 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 possibly in April.

Action: Ongoing

Annual Report

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

- Courses were cancelled because there was not much interest. The intro to OHSC package was sent to JOHSC committee, this will be also sent to this committee, and it is a PowerPoint presentation. All feedback is welcome.
- In-house NAOSH week is May the 3rd. Dr. Day and her students are going to a presentation on covid and its effect on mental health.

Action: Ongoing. Discuss at next meeting.

4.0 Injury and Incident Reports

Valerie Wadman

- A lot of incidents are in Chemistry. The ones in residence are different as they deal with them themselves. They would have to file a formal complaint. Unless its intense damage then they would deal with it in-house.

Action: Ongoing

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

Pat has a new student to replace Anas. He has to keep looking for the info but it is likely the info is lost.

Action: Pat to update at next meeting.

6.0 New Business

Annual Report

- No annual report last year. Everyone agreed it was impossible with nobody on campus to set goals. Working on it now but will not do a lot on the committees considering the circumstances.

Action: Ongoing

7.0 Date and Time of Next Meeting

May 19th, 2022 at 11:00am.

Distribution list needs to be looked at. Pat and Valerie will get back to us with that.

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 11:22am.

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