

Minutes of the Administrative Units Safety Sub-Committee meeting held on March 17th, 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	Tim Gill	Roberta Graham
Greg Knight			

Regrets:

Guests:

Roll Call: Sush recorded the names in attendance

1.0 Approval of Minutes of Last Meeting

Roberta - Minutes of the February 18th, 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.
 - **Action:** Ongoing
- First Aid Training: Training for some employees expiring shortly, RSO first aid training to take place in September.
 - **Action:** Valarie/Greg will organize a new training in late Sept/Oct,
 - Advanced Training course: TBD based on new regulations

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

February report was 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. Informed Reports back by March 31st

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.

Action: Valarie has asked the committee members to come back with Transportation of injured employees/ OHS program

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

Action: Ongoing

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.

Action: Ongoing

Annual Report

Action: Valarie volunteered to make annual report refereeing to 2020-2021 meeting minutes.

April New Business

Hazard ID

Action:

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 18th, 2021 April 22nd, 2021 May 20th, 2021 June 17th, 2021
September 16th, 2021 October 21st, 2021
November 18th, 2021 December 16th, 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	Determine if training is sufficient

	OHS Policy	Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training