



## **Aus-Sub Committee Meeting**

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

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

**Valerie Wadman, Roberta Graham, Andrew Baker, Kevin Trudeau, Shellie Petrossie, Garrett Boutilier**

Guests:

Roll Call: Kristen recorded the names in attendance.

Regrets:

### **1.0 Approval of Minutes of Last Meeting**

Andrew moved to accept the minutes of the October 20<sup>th</sup> meeting.

### **2.0 Outstanding Items from Previous Meeting**

#### **2.1 Review Memberships**

**Action: Ongoing**

#### **2.2 Fire Drill Report**

Fire drills are still ongoing. All drills have been completed, except for the Arena and the two residences.

Valerie adds that all fire drills are complete, and the reports will all be written before the December meeting. Garrett adds that he is hopeful that Simplex is going to address the door in the Arena soon.

**Action: Ongoing. Pat will update at next meeting.**

#### **2.4 Annual Report**

### **3.0 Review of information from JOHSC and Monthly Updates**

**JOHSC Committee Documentation**

**Valerie Wadman**

September and June meeting documents have been sent out. JOHSC training was launched on Brightspace. It has been time-consuming; they are not finished yet. Valerie will talk to external affairs and get confirmation from the president before posting. SAS will then grant access to people on this course.

- The intro to OSHC training on Brightspace to be mandatory for all staff. It will be a basic generic program (2hrs in length). Shellie has completed this as a test, and she was able to complete it in the given span of time.
- Feedback is required from JOHSC before sending out to the sub-committees.

### **First Aid Training**

Valerie contacted everyone from the list, emails sent out to managers

Infection control program: JOHSC committee is reviewing memo that will go to Michelle Benoit about infection control program and she will take it to EMG.

### **Infection Control Program**

This was sent to all committee members to review. Nobody in AUS-sub committee gave feedback. JOHSC committee members report to Michelle Benoit.

**Action: Ongoing.**

### **4.0 Injury and Incident Reports**

**Valerie Wadman**

Report sent out this morning for June and September. Only one incident in September.

Incidents to be reviewed next meetings from June to October.

- Incident related to auto-scrubbers... training has been provided but we need more training. This will be on the JOSHC minutes next month.
- All incidents have been processed appropriately. No comments.
- Andrew baker had a question about motor vehicle incidents. These incidents would have to do with operating your vehicle as it relates to work. (I.e., If you were driving to a meeting it would be considered a work-related incident).

**Action: Ongoing**

### **5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Inspections went out to those working from home. These were to be emailed back to Pat, Tomiwa (Pat's student) is tracking these.

Checklists for those working from home are to go directly to Valerie.

Spreadsheet of these inspections will be shared when completed. Spreadsheet has been sent to Valerie for JOHSC meeting on Tuesday, December 20<sup>th</sup>.

**Action: Pat to update at next meeting.**

## **6.0 New Business (change to old business)**

### **Staff Training**

- If there is any training that needs to be done for safety purposes. Intro to OHSC Valerie wants to do it in-person, if possible, for custodial and maintenance staff.

### **Terms of Reference**

Feedback received that group would select a chair, but it has always been managers as chair and co-chair. If people want to change this process, that is possible.

- Please think about this and we can discuss it next month, Roberta and Pat are welcoming to anyone who wants to come forward with chair and co-chair.

### **Review Membership**

We could possibly include more members that could attend so we must take that into consideration. This can be discussed by Pat and Valerie. People who can't be here should be sending an alternate.

- Please review the list and identify gaps we are missing for the administrative departments.

**Discuss in December meeting.**

### **WHIMIS Training Review**

- No feedback from anyone. No further action required.

**Action: Ongoing**

## **7.0 Date and Time of Next Meeting**

The next meeting is on November 17<sup>th</sup> at 11:00am.

## **8.0 Adjournment**

The meeting was adjourned at 11:19am.

## 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