

Administrative Units Sub-Committee Meeting

Minutes of the Administrative Units Safety Sub-Committee meeting held on March 20, 2025.

Meeting opened at 11:00 AM (Teams Meeting).

The following were in attendance:

Tim Gill, Andrew Baker, Greg Knight, Kevin Trudeau, Shellie Petrossie, Jennifer Stewart, Valerie Wadman, Patrick Farmer, Roberta Graham, Sato Omura

Regrets:

Ricky Brideau, Liam Varley, Richard McDonald, Wayne Wolfe, John Griffin, John Allen, Scott Gray, Derrick Colburn

Approval of Minutes of Last Meeting (old business)

The February minutes were reviewed and approved.

2.0 Outstanding Items from Previous Meeting

- **Step Stool Update:** The step stool has been ordered, and delivered.
- **CSA Requirements for Safety Equipment:** Direction has been rec'd from the Department of Labour re step stools. Step stools that are covered by legislation must be CSA approved.
- **Training Calendar Discussion:** The training calendar was intended to allow committee members to review calendar items. No recommendations were received. No further action required.
- **Emergency Management Updates:** Emergency procedures are being reviewed. An updated emergency response plan will be shared once finalized. It's hoped that the employee emergency management awareness sessions will start soon.
- **Water Quality Concerns:** A new quote has been requested for the creation of drinking water signs.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

- Minutes were not available due to a lack of quorum.
- The Intro to OHS Brightspace course is being reviewed by People & Culture
- The JOHSC has agreed to the Department of Labour presentation on changes to legislation as the NAOSH Week in-house event.

- The orientation booklet has been updated to include info on the new Respectful Workplace Policy, the Employee Code of Conduct, drinking water and safety concerns related to the physical environment.

4.0 Injury and Incident Reports

Valerie Wadman

February Incident reports: Reviewed

5.0 New business

Everyone

No new business.

6.0 Date and Time of Next Meeting

The meetings for 2025 have been booked. Please check your email and accept the meeting invite.

The next meeting will be on April 20th at 11 AM.

7.0 Adjournment

The meeting was adjourned at 11:30 AM.

Calendar

Review Month	Agenda Item	Action
January	Safe Work Practices (off agenda)	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March		
April	Hazard ID (on the agenda)	Determine if any job hazard assessments need to be completed and/or reviewed.
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy Insp reports to be completed
November	Staff Training (Departmental safety training) Report on Annual Fire Drills (Pat is going to report to campus first and bring to next meeting)	Review types/requirements for staff training