

Administrative Units Sub-Committee Meeting

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

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

The following were in attendance:

Kevin Trudeau, Valerie Wadman, Derrick Colburn, Patrick Farmer, Roberta Graham, Sato Omura

Regrets:

Ricky Brideau, Liam Varley, Richard McDonald, Jennifer Stewart, Wayne Wolfe, John Griffin, John Allen, Shellie Petrossie, Scott Gray, Greg Knight, Andrew Baker, Tim Gill;

1.0 Approval of Minutes of Last Meeting (old business)

The January minutes were approved.

2.0 Outstanding Items from Previous Meeting

- First Aid Room Memo: Valerie is still working on.
- Shelving in Janitor Closets: Requirements for step stools will be updated by Valerie.
- OHS Policy: There are few changes made. JOSH committee need to validate it.
- Staff training – no further action required
- Membership update: Greg – has no one to join, Derrick – looking for second person

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

- No quorum at the JOHSC meeting on January 15, 2025
- Intro to JOHSC – there is a student working on the links to ensure they are working properly and then HR will do a pilot test
- Emergency Management Meeting: Rescheduled for February 14, 2025
- Water Content Signage: signs are to be ordered and there will be FAQ on the website
- Fire Drills Annual Report: all completed or 2024
- Contractors – not always following our safety guidelines- going to make changes to RFP's

4.0 Injury and Incident Reports

Valerie Wadman

January Incident reports: Reviewed

5.0 New business

Everyone

- Calendar Agenda Item – Safe Work Practices – Some safety regulations, which cover harassment and bullying behaviour, will change in September. The province will bring new regulation in September.
- Budget for First Aid Kits provided by Security – Valerie will talk with new finance director about it.
- Panic button – It is important to remind people what the panic button is used for. Emergency procedures will be updated by Kevin and Valerie.

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 March 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