Joint Health & Safety Committee
Administrative Services
Minutes from meeting of February 27, 2017
96 Albert Street, 3rd floor Conference Room

Present: Brad Barbeau, Marie Edwards, John Bullock, Monika Holzschuh Sator, Sandra Jeffers, Mary Kemp,

Regrets: Randy Baxter, Catherine Hagerman, Jacob DesRochers, Carole Morrison

1. Call to Order – 8:30am.

2. Approval of Agenda – Moved by Mary Kemp and seconded by Marie Edwards.

3. Review of Minutes from last meeting and Email Approval of Minutes for future meetings: The committee discussed the process for approving minutes for future meetings. If we wait to approve the minutes until our next meeting all of the Safety Boards in the areas we cover would be out of date until our next meeting. It was agreed that minutes would be distributed via email to all committee members after future meetings. This ensures that we are able to provide up to date minutes to Departments/Units as we conduct our inspections.

4. Administrative Services – Areas Covered: The Co-Chair worker member noted there have been a number of changes to departmental/faculty organizational structures and physical locations on campus over the past year. It was noted that these changes have now been confirmed and the list of areas we cover has been updated. The Co-Chair worker member provided a copy to all of the members at the meeting and will upload a copy to the OneDrive folder for members who were unable to attend the meeting. It was also noted that EH&S is in the process of confirming the list of Safety Officers, departmental locations/structures, Department Heads etc. for all Departments/Units on campus. Once this information has been confirmed the EH&S website will be updated to reflect any changes to all of the Committees.

5. WSIB Injury Reports: The committee discussed the 4 WSIB injury reports received since our last meeting. All 4 injuries were a result of slips/falls with three resulting in lost time – 2 employees lost one day while one employee lost 2 days’ work time.

6. OneDrive Folder: The Co-Chair worker member noted she is in the process of updating the OneDrive folder and will send an email to the committee once the folder has been updated.

7. JHSC Certification Training: John Bullock from EH&S updated the committee on the dates for the next JHSC certification training sessions (May 9 – 11 and May 23 & 24). It was noted that our committee still requires a certified management member. John Bullock noted interested members can register on the EH&S website.

8. Building Inspections Scheduling Process: The committee previously discussed setting up pairs to conduct inspections and dividing the list of areas amongst the pairs. We had also discussed having worker members contact Safety Officers to setup their inspections and post the list of available inspections to the OneDrive folder to allow management members to sign up for various inspections. This process was discussed again as it was noted the scheduling process can be quite time consuming. It was noted that a number of members thought the process last year where the Co-Chair setup the inspections and posted a list to the OneDrive folder for members to sign up worked quite well for them. The Co-Chair worker member indicated she will begin the process of setting up inspections and posting
them to the OneDrive folder for members to sign up. She also indicated that this process can be quite time consuming for her; therefore, if the process begins to interfere with her job requirements she will contact the rest of the committee and an alternate option will need to be determined.

It was further noted that the committee member who completes the inspection report will copy both Co-Chairs when they email reports to Safety Officers. They will also be responsible for following up with the Safety Officer if they do not respond within 21 business days, and for forwarding all responses to both Co-Chairs. The Co-Chairs will be responsible for uploading reports and responses to the OneDrive folder and for forwarding inspection reports to EH&S.

9. JHSC Meeting Schedule for 2016: The committee discussed which days and times (morning or afternoon) work best for the majority of members – one member requested our next meeting be set for a Thursday as this is really the best time for him (at the moment). It was agreed that our next meeting will be setup for a Thursday morning on the third week of the month; however, we will look at a later time frame as 8:30am was not a good time for most members. Below is a tentative meeting schedule:
   a. June 15th at 10am (Ban Righ)
   b. September 21 at 10am
   c. August 17 at 10am
   d. December 14 at 10am

10. The meeting adjourned at 9:30am.

11. The next meeting is tentatively scheduled for Thursday, June 15th at 10:00am in Ban Righ.