1. The meeting was called to order by K. Sedore.
   
   Kelly introduced and welcomed Tikang Li and Dusan Bucevac.

2. The minutes of July 19, 2017 were reviewed.
   
   Motioned by J. Archibald to adopt the minutes. Seconded by L. Steele. Motion carried.

3. Injury/Incident Reports
   a. WSIB Employee Report July 31, 2017, Civil Engineering. Employee was carrying a chair, didn’t notice a fixed bench and tripped causing injury to her wrist and chin. D. Langham confirmed that employee was back to work within a few days.
   b. WSIB Employee Report August 15, 2017, Kennedy Field Station. A summer SWEP student was running in a rainstorm when she slipped and fell to the ground. D. Langham confirmed that she was back to work within a few days.

4. Workplace Inspection Reports
   a. Energy Lab (Combustion Lab), Mechanical Engineering July 19, 2017. This inspection was cancelled and after many attempts still has not been rescheduled for completion. Co-chairs will speak with Mechanical Engineering’s Safety Officer to confirm a date. S. Hunt and L. Steele have agreed to stay on the inspection list.
   b. Beamish Munro Hall, Engineering and Applied Science August 9, 2017. Report has yet to be submitted. S. Smith confirmed that it would be handed in within a week or two.
   c. Coastal Lab and GeoEng Lab, Civil Engineering September 13, 2017. The inspection reports were submitted but items were not signed off. S. Stilson will return reports to L. Rhymer and ask that he sign off on these. It was noted that heights, blackout and lockout training would be useful and J. McKay offered to be a resource for this.
d. Ellis Hall, Civil Engineering September 27, 2017. Due today, so will be discussed at next meeting.
e. Godfrey Field, Civil Engineering Oct 11, 2017. Due Nov 1, so will be discussed at next meeting.

5. Old Business

a. Beamish Munro Metal Structure - update
   D. Langham was able to confirm that the sign is in S. Smith’s care. S. Smith is looking into getting it posted.

b. 2017-2018 Inspection Sign-up sheet
   J. Archiblad signed up for the inspection on November 29 and J. McKay signed up for the inspection on March 7. The inspection sign-up sheet is now full.

c. Energy Lab Update – G Whan (Renovations, Safety Officer, PHA)
   No update was available at this time as G. Whan was unable to attend this meeting. The committee will hear from her at the next meeting.

d. Committee Membership - Update
   There is one vacancy (USW member) currently on the committee. D. Langham confirmed that they are still working on filling this.

e. ILC Competitive Team Space
   S. Smith stated EngSoc and FEAS are raising the standards in order to meet compliance.

6. New Business

a. S. Stilson will add J. McKay, T. Li and D. Bucevac to the meeting request in Outlook that was sent out last year to all other members.

7. Next Meeting – To be held on Wednesday January 17, 2017 from 10:30-12:00 – BMH HALL Room 310.

8. Meeting adjourned at 11:35 a.m.
   \textit{L. Steele motioned to adjourn. Seconded by C. Cochrane.}

\underline{L. O'Malley, Management Co-Chair} \hspace{0.5cm} \underline{Feb 1/18}

\underline{K. Sedore, Worker Co-Chair} \hspace{0.5cm} \underline{Feb 7/18}