Arts and Science Joint Health and Safety Committee  
Minutes from Meeting  
September 19, 2017


Regrets: P. Bandy-Dafoe, J. Belanger, D. Langham.

1.  **Call to Order**  
The meeting was called to order at 1:32 pm.

   Co-Chair S. Tanner welcomed new management member C. O’Brien to the Committee and introductions were made.

   Co-Chair S. Tanner also offered thanks to employee member P. Bandy-Dafoe who is retiring from the University later this month.  Ms. Bandy-Dafoe has been a long standing member of this Committee and the Committee wishes her well on her retirement.

2.  **Approval of Agenda**  
The Agenda was approved as circulated.

3.  **Approval of Minutes from June 13, 2017**  
The Minutes of June 13, 2017 were approved as circulated.

4.  **Business arising from the Minutes**  
There was no business arising from the minutes.

5.  **Co-Chair’s Report**  
Co-Chair S. Tanner reported that the roof on Watson Hall was scheduled to be repaired over the summer.  At present, the work has not been started but the expectation is that the work will be completed before winter.

   Co-Chair T. O’Reilly had nothing to report at this time.

6.  **Inspection Schedule**  
General discussion ensued over the inspection schedule and the safety officer list.  At present, the inspection schedule is maintained by a member of the Committee.  D. Reid (Committee Secretary) will resume this task.  The Safety Officer list is maintained by EH&S.  D. Reid will follow up with EH&S regarding this list and ensure that the correct information is also on our inspection schedule.  An update will be provided at the next meeting.
The Committee was reminded that pairing up with a worker member and a management member for the inspections and setting the dates as early as possible for any upcoming inspections is helpful. It is hoped that by using the buddy system for inspections that the Committee will make the MOL’s obligation to inspect all locations once/year.

General discussion ensued over the departments presently on the inspection schedule. D. Reid to follow up with EH&S to confirm which departments A&S should be inspecting. An update will be provided at the next meeting.

Co-Chair S. Tanner remarked that with the departure of worker rep P. Bandy-Dafoe, the Committee is lacking adequate worker representation. EH&S will be contacted with regards to providing additional members for our committee.

7. **Inspections:**
   a) **Department of Classics**
      General discussion ensued over this inspection.

      General discussion over the expectation of committee members on inspections. EH&S does have a checklist on their website that is useful for inspections. Management reps may find it beneficial and useful to pair up with experienced worker reps when doing inspections.

   b) Department of English
      Inspection report has been sent electronically to the department for action.

8. **Report of Injury:**
   a. H. Castleden (Department of Geography and Planning)
      This report was circulated for information only.

9. **Next meeting:** November 21, 1:30 – 3:00 pm

10. **Other Business**
    There was no other business.

11. **Adjournment**
    Meeting adjourned at 2:03 pm.