Arts and Science Joint Health and Safety Committee
Minutes from Meeting
March 13, 2018


Regrets: J. Belanger, K. Hart.

1. **Call to Order**
   The meeting was called to order at 9:33 am by Co-Chair T. O’Reilly.

   Co-Chair T. O’Reilly welcomed new employee member Crystal McCracken to the Committee and introductions were made.

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

3. **Approval of Minutes from January 16, 2018**
   The Minutes of January 16, 2018 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 T. O’Reilly had nothing to report.

   Co-Chair S. Tanner reported that this would be his last meeting on this Committee as he is moving into a different position within the University. As the position of Co-Chair will now be vacant, any management representatives interested in taking on this role should contact D. Langham or S. Tanner directly.

   D. Langham expressed his thanks to S. Tanner for the work he has done on this Committee.

6. **Report of Injury**
   a) B. Wood (Geological Sciences and Geological Engineering)
   General discussion ensued. This item was circulated for information only.

   D. Langham remarked that Environmental Health and Safety sends these reports to Physical Plant Services so they can track where these incidences occur to determine if there are any patterns or areas that require additional maintenance on campus.
7. **Inspections**
   a) Department of Sociology
   General discussion ensued over this inspection and the process for when the unit has not responded to the Occupational Health and Safety Act timeline of responding within 21 days. The Committee was reminded that the inspection team should correspond with the unit regarding the report and if no response is received, the Co-Chairs would then follow up with the safety officer and head of the unit.

8. **Inspection Schedule**
   This was circulated for information only.

   General discussion ensued over the area/buildings that this committee presently inspects. EH&S is currently reviewing these assignments and will provide a report at a subsequent meeting.

9. **Other Business**
   a) Committee Membership – update
   D. Langham reported the membership of our Committee is lacking adequate worker representation. EH&S will continue to contact the appropriate worker groups to provide additional members for our committee.

   EH&S is moving to a new website this week. If your unit/department presently has links to the old website, they will need to be updated accordingly.

   D. Langham remarked that the Committee may wish to implement a new plan for inspections. Some committees map out each month what buildings/units that will be inspected and teams can then sign up based on their availability. The Faculty of Engineering and Applied Science uses this system and finds it beneficial to see gaps and areas that are not being inspected. D. Langham will provide to the Committee the inspection schedule that FEAS currently uses.

   M. Holzschuh Sator volunteered to redo the inspection schedule highlighting the areas that are most overdue.

   Discussion ensued over inspecting your own department/unit. It is recommended that your own department/unit be inspected by a different team as it may be difficult to raise potential issues in your own unit and having a different perspective may be beneficial.
10. **Next meeting: May 15, 2018**
   General discussion ensued. Committee Secretary to poll group for an alternative date in June as some members will be away in May.

11. **Adjournment**
   The meeting was adjourned at 9:59 am.