Arts and Science Joint Health and Safety Committee
Minutes from Meeting
November 21, 2017


1. Call to Order
   The meeting was called to order at 1:34 by Co-Chair T. O’Reilly.

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

3. Approval of Minutes from September 19, 2017
   The approval of the Minutes of September 19, 2017 are deferred to the next meeting.

4. Business arising from the Minutes
   a) Inspection Schedule
      The inspection schedule has been updated to accurately reflect departmental safety officers and most recent inspections.

      General discussion ensued over the departments presently on the inspection schedule. EH&S was contacted by D. Reid with the request to confirm which departments A&S JH&S Committee should be inspecting. EH&S is in the process of reviewing building assignments for each committee. An update will be provided at the next meeting.

5. Co-Chair’s Report
   Co-Chair T. O’Reilly reported that the membership of our committee is lacking adequate worker representation. EH&S will be contacted with regards to providing additional members for our committee.

   Co-Chair S. Tanner sent regrets to the meeting.

6. Inspections:
   a) Department of French Studies
      General discussion ensued over this inspection.

   b) IRC
      General discussion ensued over this inspection.
c) **Global Development Studies**
   General discussion ensued over this inspection. One item not noted on the report was the presence of a dog in the office. D. Reid to follow up with EH&S on the university’s policy of non-service dogs on campus.

d) **Arts and Science/Continuing and Distance Studies**
   General discussion ensued over this inspection. It was reported that food only stickers are not required for a microwave in units that are non-technical and/or non-lab based.

7. **Next meeting: January 9, 2018**
   Committee members asked that the next meeting be moved a week forward. Our next meeting will be on January 16, 2018. D. Reid will confirm meeting date and location.

8. **Other Business**
   Co-Chair T. O’Reilly thanked Committee member G. Wanless who is departing from the committee effective December 31, 2017. Mr. Wanless was thanked for his commitment and service to this committee and wished him well on his next endeavors.

9. **Adjournment**
   Meeting adjourned at 1:49 pm.