1. Members Present: David Swinton, Greg McAuley, Chris Scovill, Erica McPherson, Allison Bailey, Duane Parliament

Absent: Vicky Wiltshire,

2. Acceptance of agenda: Accepted

3. Acceptance of minutes of last meeting: September 14, 2017 - Accepted

4. Business Arising from previous minutes—N/A

5. Monthly Incident reports—None to report

6. New Business:
   a) Review of A&R Fire Safety Plans—after a recent fire alarm, it was determined that an update to the A&R Fire Safety Plan needs to occur. Updates include designating ‘Captains’ to ensure have an accurate staff list and walkie talkie. Also a reminder about the departmental central meeting place—lobby of the School of Kinesiology.
   b) WHMIS update from Aquatics—E. McPherson provided us with an update on in person WHMIS training that was facilitate by Dan Langham and the follow-up needed with WHMIS refresher (online in September 2018) and training new Aquatics staff.
   c) Discussion on whether there was a need for a wheel chair in the building/facilities. The committee discussed this issues and A.Bailey updated L.Dal Cin. The Facilities team should keep a log of the requests and if needed we should look at purchasing a wheel chair. We do have a wheel chair in the pool, in Athletic Therapy and as a last resort, the sport wheelchairs.