Rick Hunt (Co-Chair) called the meeting to order at 1:30 p.m.

1. Approval of Agenda
   It was moved by K. Jarrell that the agenda be approved as circulated.
   Carried

2. Approval of Minutes
   The minutes of June 14, 2017 and October 18, 2017 were approved by
   M. Mcllroy and seconded by J. Tremblay.

3. New Business

   3.1 Incident Reports

   The Secretary reported that there were no incident reports. Dan felt it was good
   to acknowledge that there were no incident reports in the last few months.

   3.2 Inspection Reports.

   The Secretary reported on the inspection of Anesthesiology, Critical Care,
   Emergency Medicine, Obstetrics & Gynaecology, Oncology, Diagnostic
   Radiology, Surgery and Urology at KGH. Employee concerns were the air
   quality and dirty air vents in Obstetrics & Gynaecology. This will be investigated
   by KGH physical plant. There was also an inspection of GIDRU at KGH. All
   issues and recommendations were read. A major concern was the ambient
   noise in a lab Rm. 30-03-018-0. This noise is due to the air system. PPS will
   follow-up.
All responses will be sent to EH&S for their files.

4. **Report from EH&S (Langham)**

   Two new SOP's are about to be released. They are fall protection and working on or with elevated work platforms. They will be sent out to Department Heads and Safety Officers. The email will say may not be applicable to some but should be looked at and distributed to people in the department that may need it.

   Membership is being reviewed as there is usually turnover with TA's and post docs as the semester changes. The vacancies will be identified and information will go to various employee groups so that they can look at filling the vacancies.

5. **Other Business**

   A review was done of the inspection teams for 2017-2018. All of Abramsky Hall will now be done by 1 team. As this is a working document if anyone sees anything that needs to be changed please let us know.

   We reviewed the workplace inspection letter. There was a bit of confusion in the past on what the reporting structure was. This letter now outlines what needs to happen in what order. If someone is inspecting an area and finds out that there is a new safety officer in a particular area please inform Environmental Health and Safety so that they can update their list.

   The meeting was adjourned at 1:20 p.m.

**OUR NEXT MEETING WILL BE** March 21 at 1:30 p.m. A319 Botterell Hall

Minutes approved by:

Co-Chair R. Hunt  Co-Chair J. Singleton