Residence Joint Health and Safety Committee Minutes  
December 14, 2017

Attendance: A. Laranjeira (Co-chair), B. Wowk (Co-chair), H. Alberry, G. Boyce, R. Byrom, N. MacKay, M. Hamilton (note taker)

Standing Items:

Review Minutes of May 18, 2017

- The minutes of October 18, 2017 were approved.

Review Accident/Incident Reports – B Wowk

- An employee slipped and fell in MacCorry. Treatment was sought two days later at KGH. No corrective action was taken.
- An employee slipped and fell outside after a snowfall. No time was lost from work and medical attention was not sought. No corrective action was taken.
- An employee bumped their head while in a storage area on a low ceiling at An Clachan. Medical attention was sought and a ½ day of work was lost. B Wowk, A Laranjeira and G Boyce will visit the site and determine corrective action.

Membership:

- The membership document is up to date and ready for posting. B Wowk requested the supervisors have this posted on their areas Health and Safety boards by the end of the December.
- H Alberry has joined the committee as the Community Housing Worker Member.

New Business:

Building Inspections – B Wowk

- All building inspections are now complete. B Wowk requested that any reports she has not yet received be sent to her and A Laranjeira by the end of the week. Moving forward for 2018, the inspection reports will be forwarded to all members.

Health and Safety Boards

- Supervisors will be responsible for posting the inspection reports on their area Health and Safety boards.
- N McKay has an updated list of all first aiders and will forward this to each supervisor including G Boyce for posting.
Eye Wash Stations

- Some eye wash stations still need to be mounted and there is a work order in Archibus to have this done.
- N McKay will follow up with M Cahill and check the status in Archibus.

New Chemical Dispensers

- The new chemical dispensers have been work ordered for Community Housing and installation is supposed to start today.
- There is still a lot of chemical to be used up at Waldron before the new dispensers are installed.

Training:

- Occupational Health and Safety training for supervisors was held on December 11th.
- WHMIS is offered on January 25th and March 6th.

Other

- B Wowk is meeting with J Pollard (Engineer) on December 21st regarding the decimal levels on the fire alarms. She noted that some people have felt physically ill after an alarm has sounded.
- A custodian came across a white powdery substance thought to be an illicit drug. Contact was made with EH&S and Campus Security and an interim plan developed on how to handle drugs safely. (Attachment A)
- Two separate meetings were held each day, one before noon to include 4hr staff and one at the end of the day. Staff were given a “What to Do” hand-out in the event they come across suspected drugs. Instruction included to first call security and then another staff member or supervisor so that you are not alone and securing the site. This information will now be included in the regular training session.
- R Byrom will forward this document to G Boyce for Community Housing to be updated.
- The committee discussed the pros and cons of having naloxone kits available in the event that fentanyl is present in the suspicious substance. B Wowk will follow up with D Langham for more information.
- N McKay and L Seymour worked on first aid kits content. Currently, all first aid kits should be up to date and include a laminated card with the contents contained in the kit. Every time something is taken from a kit it is supposed to be logged and replaced. Facilities will order seal tape for each kit to indicate when the kit has been opened and may require replacement items. Inspection of first aid kits will be part of the monthly inspections.

Meeting Adjourned.

Date of Next Meeting: January 18, 2018