

Joint Health & Safety Committee
Administrative Services
Minutes from meeting of August 4, 2017
Ban Righ Centre

Present: Marie Edwards, Sandra Jeffers, Mary Kemp, Carole Morrison, Shaun Mackenzie

Regrets: Brad Barbeau, Monika Holzschuh Sator, Jacob DesRochers, Lisa Crosbie-Larmon

1. Call to Order – 9:30am.
2. Approval of Agenda
3. Welcome to new Committee Members: Welcome and introduction to our two new Committee members Lisa Crosbie-Larmon and Shaun Mackenzie.
4. Administrative Services – Areas Covered: The Co-Chair worker member noted there has been another change to the areas covered by our Committee. Enrichment Studies which was recently added to our list has been moved to the Residences Committee.
5. WSIB Injury Reports: The committee discussed the 2 WSIB injury reports received since our last meeting. Both injuries were a result of slips/falls and both staff members returned to work afterwards with no lost time.
6. OneDrive Folder: The Co-Chair worker member noted she is in the process of updating the OneDrive folder and will send an email to the Committee once the folder has been updated.
7. Building Inspections Schedule and Pairs: The Co-Chair worker member indicated she is in the process of setting up inspections and posting them to the OneDrive folder for members to sign up. She also indicated that this has been a slow process as many Safety Officers are currently on holidays or planning to be off soon. As inspections are confirmed they will be listed on the inspection spreadsheet on the OneDrive folder and sent out to the rest of the Committee to sign up for the inspections that best suit your schedule. A reminder to ensure we have two members for each inspection and one must be a worker member.
8. JHSC Meeting Schedule for 2017-2018: Below is a tentative meeting schedule for 2017-2018. These dates seemed to be the availability for the majority of Committee members according to your current calendars. Since we are coming into the beginning of a new academic year I expect that these dates might need to be changed. Please let me know as soon as possible if these dates will not work for you and I will look for alternative dates.
 - a. Tuesday, November 21 at 10:30am
 - b. Tuesday, February 15 at 11am
 - c. Tuesday, May 18 at 9am
 - d. Tuesday, August 16 at 1pm
9. Other Business: A couple of Committee members were interested in JHSC Certification Training as they were unable to attend the previous session in May 2017. The Co-Chair worker member will follow up with EH&S on future training and report back to the rest of the Committee.
10. Meeting adjourned at 10:30am.
11. The next meeting is tentatively scheduled for Tuesday, November 21 at 10:30am.