1. **Call to Order**
   The meeting was called to order at 9:36 am by Co-Chair K. Hart.

2. **Approval of Agenda**
   Agenda was amended to include inspection report from the Agnes Etherington Art Centre and Art Gallery.
   Amended agenda was approved as circulated.

3. **Approval of Minutes from March 13, 2018**
   D. Langham remarked that he will provide samples that FEAS has implemented when doing their workplace inspections. This information will be provided to the Committee at a subsequent meeting.

   M. Sator-Halzschuh volunteered to update and maintain the inspection schedule.

   The Minutes of March 13, 2018 were approved as circulated.

4. **Business Arising from the Minutes**
   These items were discussed under item 3.

5. **Co-Chair’s Reports**
   T. O’Reilly sent regrets to this meeting.

   K. Hart reported on the following:
   - The roof on Watson Hall is currently being repaired. This is phase two of the roof work, which commenced last summer.
   - Classroom space in Mac-Corry Hall is currently being remodelled for indigenous students. This work is expected to be completed by January 2019.

6. **Report from Director, Environmental Health and Safety**
   D. Langham (EH&S) reported on the following:
- EH&S has organized Part 1 of Certification Training for June 26-28, 2018. Registration is online through EH&S website. This is on-campus training for three days and is very regimented. Part 1 must be done first and Part 2 must be completed within six months after taking Part 1. EH&S is working on organizing dates for Part 2. This is not mandatory training but each committee must have one management and one employee member that has had certification training. This committee is in compliance with these regulations.
- EH&S has moved to a new website and departments/units are reminded that if they presently have links to the old website, they will need to be updated accordingly.
- EH&S has revised the organization of health and safety committees on their website. The changes include a link that has a drop down menu that provides membership lists and areas covered. These modest revisions make it easier to navigate and locate committee information.
- Three new policy statements (health and safety, environmental management and student wellness) have undergone their annual review and were approved at the recent Board of Trustees meeting on May 11, 2018. These documents will be sent out to all Safety Officers, with a reminder that they should be posted on departmental safety bulletin boards. When doing workplace inspections, it should be noted that the most recent version must be posted. The harassment discrimination policy has also recently been revised and should be posted to these bulletin boards.
- EH&S has a standard operating procedure (SOP) document on its website for what items should be on departmental safety bulletin boards. Safety inspectors are reminded that they may wish to review the SOP before doing their inspections. If departmental safety officers are missing documents for their bulletin board, they can be instructed to call EH&S for assistance.

7. **Report of Injury**
   a) S. Lee (Psychology)
   EH&S will follow up with the department on this injury report to ensure that the worker is aware of proper handling techniques and general animal care procedures.

   b) S. Smithen (Art Conservation)
   EH&S has requested further follow up on this injury.

   General discussion ensued. These reports were circulated for information purposes only.

8. **Inspection Schedule**
   M. Halzschuh Sator provided an updated and revised inspection schedule. The Committee was urged to review the “green shaded boxes” as these are the most critical inspections to be completed.

   D. Langham remarked that EH&S is reviewing which committee inspects which buildings and to ensure that all buildings are being captured by the correct committee. If there are any buildings/units that appear not to fit with this committee, contact D. Langham directly.

   D. Langham also remarked that the intent for workplace inspections is to have at least one building inspected each month. As there are a number of departments/units that have not been
inspected since 2013, these should be done before any new inspections are undertaken.

A committee member asked if the university has a pay-back system to a unit when departmental inspections are being done. This would be similar to the system in place when members attend union meetings. Departmental managers have been concerned with the extended amount of time away for workplace inspections. At present, there is no pay back system for committee work. EH&S does respect that work needs to continue to be done in departments and it is hard to back fill in some areas. Departmental managers need to understand that in order to be in compliance, workplace inspections need to be completed.

Safety officer list: EH&S keeps the list as current as possible and EH&S should be informed of any changes.

Safety inspection checklists: with the convergence to the new EH&S website, these checklists did not transition over. D. Langham to follow up.

9. **Inspections**
   a) Agnes Etherington Art Centre and Art Gallery
      General discussion ensued and follow up on the chemical spill in the closet will be made by EH&S.

10. **Other Business**
    a) **Committee Membership – update**
        K. Hart noted that our committee is lacking employee representation from three groups (non-union, USW 2010-01 and USW 2010). D. Langham reported that a potential USW candidate has been identified and EH&S is working on confirming that this individual be appointed to the committee. EH&S will continue to contact the appropriate worker groups to provide additional members as needed.

b) **Mac-Corry B176**
    A Committee member commented that the chairs in this seminar room are of the four-wheeled type. Clarification was provided by D. Langham on four versus five-legged chairs. As this space is a shared space (departmental and administration), this item will be taken to the Central Services Health and Safety Committee for follow up.

c) **Dogs in labs and shops**
    D. Langham provided an overview of the dogs on campus policy. A policy is now in place for service and therapy support dogs, which incorporates where animals may be brought on campus. A policy for non-service animals is in progress. When departments/units are being inspected and a dog is present, it is recommended that it be reported to EH&S and they will proceed with appropriate action.

General discussion ensued.
11. **Next meeting**: September 17th, 9:30 – 10:30 am, location: to be confirmed.

Meeting adjourned at 10:26 am