

Joint Health & Safety Committee
Administrative Services
Minutes from meeting of July 20, 2018
Richardson Hall, Room 118

Present: Brad Barbeau, Monika Holzschuh Sator, Sandra Jeffers, Mary Kemp, Lisa Crosbie Larmon, Samantha Emmons, Richelle Gaudet, Margaret Goslin

Regrets: Jacob DesRochers, Marie Edwards, Shaun MacKenzie

1. Call to Order – 10:30am.
2. Approval of Agenda – Moved by Brad Barbeau and seconded by Lisa Crosbie Larmon
3. Welcome to New Members: Christine Coulter (QUFA Representative), Samantha Emmons (non-Union Representative), Richelle Gaudet and Margaret Goslin (Co-Secretary)
4. JHSC – Project to Review the Structure, Terms of Reference etc. for Multi-Workplace JHSC: This 2 year project is coming to an end with a new Terms of Reference. New items have been added to the Terms of Reference.

The inspections that are currently emailed to the Safety Officers, Co-Chairs and Environmental Health and Safety (EH&S) are now to be sent to the Department/Unit Head as well. EH&S will post a list of who the Department/Unit Heads are when they have completed the list. Safety Officers are to be made aware that Department/Unit Heads are welcomed to be involved with the Safety Inspection.

Co-Chair worker member to update the List of Safety Officers and the list of Areas that needs to be completed.

Reminder to take minutes to the inspection to post at that time.

Co-Chair worker member will also send stickers and tags to committee members.

Committee members were reminded that they are responsible for following up with the Safety Officer if they do not respond within 21 business days, and for forwarding all responses to both Co-Chairs. The Co-Chairs will be responsible for uploading reports and responses to the OneDrive folder and for forwarding inspection reports to EH&S.

5. WSIB Injury Reports: Co-Chair worker member reminded the Committee that she will let Committee know of reports on campus and we will discuss them and make recommendations. Injuries will be listed on the OneDrive Folder to assist Committee before an inspection to see if hazard was resolved, especially if we are seeing a pattern of the same injury in the same area. In the event of complaints sent to the Ministry of labour or critical incidents, the Ministry of

Labour will do an investigation. If the complaint or incidents is in an Administrative Area, EH&S will ensure someone from the Committee is available to assist in the investigation.

6. OneDrive Folder Updates: Co-Chair worker member will send out link with the newest list of Committee members. In addition, Co-Chair worker member will send the list of what inspections need to be done.
7. Workplace Inspection Schedule and Pairs: Co-Chair will send the list of what needs to be done. Committee members to notify Co-Chairs on how they would like to be paired up.
8. Meeting Schedule: Next meeting- October, 2018, Co-Chairs to send out potential dates. Minutes will be sent out first for review and will then be sent out again after review for approval.
9. Other Business: Webinars. Has the Committee attended Webinars in the past and is there any interest? Co-Chair worker member will bring this item to Director of EH&S.