

**Residence Joint Health and Safety Committee Minutes
February 21, 2019**

Attendance: A. Laranjeira (Co-chair), B. Wowk (Co-chair), G Boyce, R Byrom, R. Dusharm, N MacKay, C Nelson, M Sheldrick, M Hamilton (note taker)

Standing Items:

Review Minutes of January 31, 2019

- The minutes of January 31, 2019 were approved.

Committee Membership

- Members welcomed M Sheldrick to the committee as the Local CUPE 229 representative.

Review Accident/Incident Reports – A. Laranjeira

- A Laranjeira spoke with J Spencer regarding not receiving the incident/accident reports and was informed that EH&S is hopeful to have someone hired within the next month and at that time the reports will be sent as they previously were.
- A Laranjeira queried if the committee wanted the incident/accidents reports sent starting from the date of the last one received or starting from when the new person is hired.
- B Wowk responded that the committee reviews the reports to see if they can make any recommendations, suggestions or implement any corrective actions and if the reports are not received to review there could be a missed opportunity to do this.
- The committee discussed and agreed to have the incident/accident reports sent starting from the date of the last one received.

New Business:

Building Inspections – B Wowk

- The inspection of Morris is complete.
- Chown and McNeill are scheduled for Feb. 22, 19.
- N MacKay and C Nelson will inspect Leonard.
- R Dusharm and R Byrom will inspect Smith House and Brant respectively.
- B Wowk reminded the committee that the inspection reports are to be brought the Health and Safety meetings.

Training

- There were no training updates.

Gordon Brockington Update

- There was no update for Gordon Brockington.

Other

- B Wowk stated that to ensure items do not expire in the pandemic room, the supervisor of Victoria Hall (N MacKay), will rotate stock every couple of months. This ensures product is getting used. She added it is important to review the list to ensure we have the right stock and she will bring forward other industry standards for comparison.
- Community Housing is to have a smaller scale pandemic room and this item will be brought forward for the next meeting.
- Committee members questioned the tag on fire extinguishers and the reduction of spare extinguishers. B Wowk responded that the SOP for fire extinguishers will be brought forward to the next meeting for committee review.

Meeting Adjourned.