



Aus-Sub Committee Meeting

Minutes of the Administrative Units Safety Sub-Committee meeting held on December 15th, 2022.

Meeting opened at 11:00AM (Teams Meeting). The following were in attendance:

Valerie Wadman, Roberta Graham, Kevin Trudeau, Andrew Baker, Greg Knight, Daniel Mauro, Jennifer Stewart

Guests:

Roll Call: Kristen recorded the names in attendance.

Regrets: Shellie Petrossie, Derrick Coldburn

1.0 Approval of Minutes of Last Meeting

Andrew moved to accept the minutes of the November 17th meeting.

2.0 Outstanding Items from Previous Meeting

2.1 Review Memberships

Action: Ongoing

2.2 Fire Drill Report

Fire drills are all complete. Pat must create the report, so Pat to give update at next meeting.

Valerie adds that terms of reference and the person who asked isn't here, so feedback is to be deferred until next month (update in January).

Staff training no feedback, so Valerie will take that as an indication that there are no requests for changes. No further action required.

Action: Ongoing

2.4 Annual Report

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

- JOHSC committee doesn't meet until next week, so we do not have minutes. Training for Brightspace is ongoing. The JOHSC committee have had it for two months, but nobody is completing the training.
- Suzanne van den Hoogen offered to have it as a pilot for the library.

First Aid Training

- Must get 10 people for each set of training.
- Kevin adds that he has new staff starting January 9th so he would like this new person to have training.

Infection Control Program

- Infection control program ready to go, but the JOHSC is not getting back to Valerie yet.

Changes to WHIMIS Regulations

- Feedback on this required. Mandatory that everyone who works with a control product must have generic training. They cannot have training on every single chemical. Valerie needs feedback on this and will tell everyone when she gets it.

Action: Ongoing.

4.0 Injury and Incident Reports

Valerie Wadman

- 3 incidents reported in the science building. No comments added.

Action: Ongoing

5.0 Workplace Inspection/Hazard Identification

Valerie Wadman

- Inspections were due Dec 2nd. We still have not received all of them yet.
- Must send out reminders to all dept. members that we need them ASAP.
- Tomiwa is creating a spreadsheet and is in correspondence with Valerie. Home inspections come directly to Valerie.
- Valerie makes a comment that hybrid working conditions are not tracked by HR, so it is difficult for Valerie to collect these inspection forms.

Action: Ongoing

6.0 New Business

6.1 Safe Work Practices

Action: Ongoing

7.0 Date and Time of Next Meeting

The meetings for 2023 have been booked. Please check your email and accept the meeting invite.

The next meeting will occur on **February 16th at 11:00am.**

8.0 Adjournment

The meeting was adjourned at 11:17am.

Calendar

Review Month	Agenda Item	Action
January	Safe Work Practices	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March	Annual Report	Discuss Committee Feedback
April	Hazard ID & Inspections	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training