Minutes

Review Minutes From Previous Meeting

Review Agenda

Review COVID update
Review update from Kim Murphy and discuss possible recommendations for Faculty of Education.
- We are moving into a Yellow status
- No plans to reopen customer service until June/July
- Any individual that is returning will receive a safety plan

Select Policies for Review in 2021
Select which policies should be reviewed and updated in 2021.
- Fire Exit policy – should be reviewed
- Active Shooter policy – does not exist
- Training Policies - should be reviewed

First Aid Working Group
Update and standardize policy on location, signage, and information regarding first aiders and equipment.
- Some first aid stations are not up to date with inspections, some missing signage, no map to indicate where the first aid stations are in the building
- Add additional first aid stations throughout the building including all kitchens
- All kits should be wall mounted with signs and inspected
- Second floor AED has been added
- Naloxone kits, should we have one on each floor or wing? We should add the locations on the map and provide training
- EPI pens, do we have any in the building? We should add the locations on the map and provide training. We could place where the Naloxone is located. A more comprehensive first aid station should be set up in a space where there are people, possibly near a vending machine or food
- AED locations are accessible within a 5-minute distance
- Maps could be placed in high injury report areas (hallways, entrances, stairwells, etc.)
• Fire extinguishers, we have approx. 12-15. Will decide when the fire safety policy is reviewed if we should add these to the map
• Monthly fire extinguisher inspections are done by Ken, had not been happening due to Covid but it is officially inspected once per year
• Fire drills are required if labs are in the building- Review at the January meeting

Additional information - None

Meeting adjourned at 3:09pm. Next meeting will be January 2021.