

JHSC - Duncan McArthur Hall

Location: Remote via Microsoft Teams

Date: 2020/11/24

Time: 2:30-3:30

Co-Chairs: Management - Chris Ingram
Workers - Terrance Ly

Minutes Taken: Brooke Ethridge

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.