

Joint Health & Safety Committee
Administrative Services
Minutes from meeting of August 26, 2019
Richardson Hall, Room 118

Present: Lisa Crosbie Larmon, Samantha Emmons, Richelle Gaudet, Marie Edwards, Christine Coulter; Mary Kemp, Samantha Samson

Regrets: Shaun MacKenzie, Dan Samosh;

1. Call to Order – 9:36 AM.
2. Approval of Agenda – Moved by Marie Edwards and seconded by Christine Coulter
3. WSIB Injury Reports:
 - a. AD
 - i. Communication on campus required to ensure that departments complete eForm 7 in a timely manner.
 - ii. No action required
 - b. CC
 - i. Richelle to follow-up to see why missing Section K.
 - c. AS
 - i. Mary and Lisa CL to follow-up on whether safety glasses are a requirement when working under equipment.
 - d. HL
 - i. Attention to general clutter, storage and tripping hazards is important while completing inspections.
 - ii. Richelle to follow-up with Dan to determine whether she has returned to work.
 - e. LS
 - i. No action required.
4. Workplace Inspections:
 - a. 2019 Pending Inspections
 - i. Members must log in to Microsoft Teams to review pending inspections list and sign-up for at least 2 inspections.
 - ii. Pending locations, which have not been inspected since prior to 2016 need to be inspected prior to our next quarterly meeting. There are 10 locations on this list.
 - iii. Richelle to follow-up with Dan regarding Marketing in Fleming Hall to determine if they complete a Re-occupation inspection.
 - iv. Once inspectors have signed up to inspect a location they must contact the Safety Officer directly to setup a time. The Safety Officers list is on Microsoft Teams.

- v. Inspection template, cheat sheet, SOP, and Checklist for Inspections can be found on Microsoft Teams for review and preparation prior to an inspection.
 - vi. All completed inspections can be uploaded to Microsoft Teams.
5. Meeting Schedule: every 3 months. Proposed meeting dates have been entered into everyone's calendars.