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.