

Joint Health & Safety Committee
Administrative Services
Minutes from meeting of February 20, 2019
Richardson Hall, Room 118

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

Regrets: Shaun MacKenzie, Brad Barbeau; Dan Samosh;

1. Call to Order – 2:00pm.
2. Approval of Agenda – Moved by Lisa Crosbie-Larmon and seconded by Mary Kemp
3. Co-Chair Worker Member: Brad Barbeau has resigned as Co-Chair Management Member
4. Terms of Reference – there is no update on change to the Terms of Reference. Sandra Jeffers is updating the list of departments and officers.
5. WSIB Injury Reports: No injury reports since meeting on November 16, 2018. Do we make the public aware of the no injury reports? Co-Chair Worker Member will look into this further.
6. Workplace Inspections:
 - a. Members will designate pairs, ideally pairing up a more experienced member with a newer or less experienced member. The members will sign up for 2 inspections a month on the master spreadsheet that will be sent and saved on Microsoft Team. The master spreadsheet will be updated and set up by priority by Co-Chair Worker member. The areas will be cycled over 1 year.
 - b. Members will reach out to the safety officers directly to set up the inspection. The list of safety officers are on the Environmental Health and Safety website. If there is no safety officer, member will take a worker on the inspection.
 - c. Template folders are set up for various documents for inspection.
 - d. Reports will be submitted to safety officer, Environmental Health and Safety and the Department/Unit Head.
 - e. When inspections are completed and there are findings, members will bring back to committee to share with other members.
7. Other Business: Regional Assessment and Resource Centre – Mac Corry Inspection update: Physical Plant Services has seemed to fix the issues.
8. Meeting Schedule: every 3 months. Proposed meeting dates will be entered into calendars for 2019 (May, September and December). Minutes will be sent out first for review and will then be sent out again after review for approval.