ATHLETICS & RECREATION
JOINT HEALTH AND SAFETY COMMITTEE
MEETING MINUTES
Thursday Nov 18th, 2021 at 11am
Teams
In Attendance: Kristen Fontaine, Chris Scovill, Tyler Deir, Duane Parliament, Ryan Bennett, Larissa Mankis, Gareth Cunningham, & Kirsty Milne

1) Acceptance of agenda
   • Accepted by Kristen Fontaine
   • Accepted by Chris Scovill

2) Acceptance of minutes of last meeting: Oct 21st, 2021
   • Accepted by Larissa Mankis
   • Accepted by Duane Parliament

3) Business Arising from previous minutes
   • No business arising

4) Monthly Incident reports
   • No incident reports related to staff
   • Critical incident with member reported

5) Building Inspection Update
   • New process established to review AEDs and fire extinguishers in the building.
   • Checklist is now reviewed and completed for every check. Kept as written proof for the check.
   • Will add accessory pack to the check list to review that all parts are included

6) New Business:
a. Indoor Facility update – Duane

- Revised entry and protocol have been working well
- As of Nov 26th – no staff member at gate for student card assistance
- Back to old system that if you forget student card, you get a strike.
- Community spread in KFL&A - we may see enhanced measures brought in, however not sure what this would look like.
- Plan to reset ARC to normal set up - cardio machines etc. Move will happen over December holidays
- Use of Fans - will continue to be offline. Will take to Environment Health and Safety to review when appropriate

b. Outdoor Facility update – Tyler

- Capacity changes - everything has gone well with home and visiting teams

c. Covid/H&S protocols for USports Rugby - Duane
- Any updates or changes for Men’s Rugby

- No changes required for Men’s tournament. Will operate how the Women’s tournament ran. Ryan received no feedback

d. PPE & Cleaning equipment – Duane

- Student lounges coming online, therefore wipes and sanitizer to be brought to the rooms

Proposed First Aid Action Plan:
- Incident with a member happened 2 weeks ago
- Learned that we need a plan in place of how staff are to be involved in the situation and what follow up is required. Ex. Crowd control. As a solution, created ARC First Aid Action Plan to act as a reference document for all staff.
- Committee reviewed plan and shared feedback with Kristen to be included in plan
- Final draft of Action Plan to go to SMT and Central for review and approval
• Discussed First Aid Training for all Full time staff as a requirement and emergency accident planning
• Discussed that AED locations to be included in new staff tours/training

Next Meeting will be Thursday December 9th, 2021, at 11am on Teams.

Signed by Co-Chairs - Tyler Deir and Duane Parliament