

**Residence Joint Health and Safety Committee Minutes
May 16, 2019**

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), G Boyce, R Byrom, N MacKay, C Nelson, M Sheldrick, M Hamilton (note taker)

Review Minutes of April 18, 2019

- The minutes of April 18, 2019 were approved.

Pandemic Rooms for Residences and Community Housing

- G Boyce stated he has gone through the supplies in stock for a pandemic room and most items were expired and disposed of. He added:
- The pandemic room will be located in the basement of the Community Housing office. The room will be kept locked with a key for himself, P Bryant and one key kept in the office.
- B Wowk stated that as a supervisory group, they will develop a policy that would include a schedule of rotation for all supplies.

Fire Extinguishers

- A. Laranjeira followed up with G Ducharme regarding the replacing of “security-tags” or “zip-tags” that are around the pin on the extinguishers and confirmed that this is something the FCC supervisors and G Ducharme could do.

Committee Membership

- There is still a USW vacancy on the committee.

Review Accident/Incident Reports

- There were no accident/incident reports.

Building Inspections – All

- John Orr Tower and An Clachan are completed.
- R Byrom, C Nelson and M Sheldrick will inspect Brant in May.
- A Laranjeira and N MacKay will inspect Leonard in May.
- For the next meeting, the committee will review Health and Safety Inspections in the Workplace from the EH&S website.

Training

- WHMIS training is being offered on May 30th.

Updates:

- N MacKay stated that eye wash solution has to be transferred into the bottle at the eye wash stations, when that happens the expiry date is lost and a system is needed to correct this.
- For the next meeting, N MacKay will bring a permanent marker and a label maker for the committee to decide which would work best.
- A Laranjeira will review and update one SDS binder to be used as a template – all building SDS binders will be updated from this and the template will be shared with Community Housing.

Meeting Adjourned