

**Joint Health & Safety Committee**  
**Administrative Services**  
**Meeting Minutes of September 1, 2021**  
**Via Microsoft Teams**

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**Attendees:** Dan Langham, Sandra Jeffers, Richelle Gaudet, Christina Blanchard, Marie Edwards, Melanie McEwen, Todd Zimmerman, Fatima Couto, Jason Neufeld, Lanxin Yang, Norma Barrett,

**Regrets:** Shaun McKenzie, Samantha Emmons, Sam Samson, Shamel Addas, Jason Neufeld

1. Call to Order – 3PM
2. Approval of Agenda:
  - a. Disproportionate number of manager to worker members; however, worker members in attendance confirmed agreement to proceed with meeting and defer any decisions to a subsequent meeting with quorum.
3. Meeting Schedule for the remainder of 2021
  - a. Monthly meetings will continue until the end of 2021.
  - b. **ACTION:** Sandra to put out a doodle poll to see what works best for the majority of the committee.
4. Co-Chair Management update
  - a. Membership review will be completed.
  - b. 2 vacancies on the management side.
  - c. Co-Chair Management member vacancy – please consider and reach out to Dan or Sandra if interested.
5. WSIB Injury Reports:
  - a. Switzer
    - i. Back injury in Animal Care – individual putting away animal feed pushed on bag and hurt back.
      - Lost time of 3 days
      - **ACTION:** Dan and Sandra - Look to location and type of injury and if this is a reoccurring issue? Was the report investigated? What happened and root cause? Do the employees receive training in proper lifting techniques?
6. COVID-19 (Recurring agenda item during the Pandemic)
  - a. Government released information to the university sector with regards to how they can operate. The university is currently determining how these guidelines affect the institution.

- b. Mandatory Vaccination Policy and Declaration
    - i. There are still some items and processes that need to be addressed and identified.
    - ii. Concerns raised:
      - Issue with the declaration portal not accepting 2 documents.
        - a. **ACTION** – Dan to look into this.
  - c. SeQure App – Employees, Students and Faculty continue to be required to complete the SeQure App. An update has been completed with a different list of symptoms.
  - d. Continuing Education Plan Review
    - i. Required by Ministry of Colleges and Universities. Describes how the institution will handle COVID related situations and the process for how they will be dealt with.
    - ii. **ACTION** – All: Sandra has sent out the document for review and comment
  - e. Masking Guidelines Review
    - i. Isn't necessarily a change to the masking mandate, but the document is intended to provide more detail and answer questions.
    - ii. **ACTION** – All: Sandra has sent out the document for review and comment
7. Workplace Inspections
- a. Need to get back into workplace inspections
  - b. **ACTION** - Dan and Sandra to review the Inspection spreadsheets to come up with a refreshed list of locations and make it available for people to sign up for inspections.
  - c. If any new members have questions Dan is happy to provide education on the inspection process and requirements.
8. New Business
- a. N/A
9. Motion to Adjourn
10. Next Meeting Date: TBD based on outcome of the Doodle poll