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

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