

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING

Monday – July 15, 2019

G219

Minutes Approved at the September 23, 2019 meeting

Present:                      Thierry Delva                                      Sharon Johnson-Legere  
   Anke Fox    Stephen MacLellan  
   Maureen Halstead                                      Anne Masterson  
   (recording secretary)                                      James Rae  
   Ashley Lorette (Co-Chair)                                      Donnie Thompson (Co-Chair)

Regrets:                      Linda Hutchison                                      Dianne Taylor-Gearing  
   Donnie Thompson                                      Kimmer Thomas

Observing:                      Jim Barmby  
   Ann-Barbara Graff

1. Attendance/Regrets – Noted
2. Approval of Agenda – (Delva) – Approved as presented.
3. Minutes June 17, 2019 – (Masterson) - Approved as presented.
4. Incident Reports – S. MacLellan stated there were no incidents to report.

Co-Chair Lorette explained enhancements to the agenda process with an aim at highlighting action items and ensure that the agenda is being used in the most effective way possible. She advised that going forward the agenda will be divided into action and deferred items. She asked that when a Committee member is responsible for an action item and there is no update that they are to advise either herself or M. Halstead to move the item to deferred also if there is a deferred item requiring an update the item would move to action items. She noted that once the Committee has reviewed the recommended items from the Safety Audit Report, they will be added to the agenda. She will schedule a meeting with co-chair Thompson to review the potential action items prior to the next meeting.

5. Action Items

5-1 Report on the status of Fire Plan and Muster Stations Fountain Campus – S. MacLellan reported the project is on-going. On a question by Co-Chair Lorette he indicated that goal is to have the project completed by September. *Action: Item in progress*

5-2 Safety Training Sessions – Co-Chair Lorette informed the Committee that she is researching training organizations and anticipated the Committee training will be scheduled as soon as possible based on availability. She asked that Committee members forward times they are available during the month of August. She also indicated that she will be scheduling Incident Investigation Training and recommended

that all members of the committee take part in this training and she will also reach out to the University Community for interest in the training session. The training will be planned during the fall study break (November 12-15). On a question by T. Delva, she explained Incident Investigation Training. VP Graff asked if the Committee composition should be reviewed. Co-Chair Lorette asked Committee Members to let her know if their term is to expire and she will follow up with the respective group presidents to secure new representation. Co-Chair Lorette will review committee structure. *Action: Item in progress*

5-5 Status of Safety Talks – AVP Barmby noted a schedule for safety talks has yet to be determined, but it is likely they will happen during the fall term. It was noted that it has been proposed that the Safety Talks will be conducted by K. Thomas for students, faculty and staff. *Action – Item in progress*

5-6 Review the proposed Incident Report Form – After discussion, all agreed it would be helpful if a sub-committee is formed to review and create a new Incident Report Form. *Action: Co-Chair Lorette, S. MacLellan and A. Fox will meet and present a draft form at the August meeting.*

## 6. New Business

6.1 Co-Chair Lorette acknowledged the Safety Audit Final Report was distributed to the Committee last week and recognized the short notice did not give members sufficient time for review. She asked the members to review and to bring feedback to the August meeting.

VP Johnson-Legere requested that the Stewart Sampson be invited to review the Safety Audit Report with the Committee.

As there was no other business, Co-Chair Lorette adjourned the meeting.