



**Administrative Services
Joint Health & Safety Committee**

**Minutes – August 13, 2024 Meeting @ 2-3pm
Via Microsoft Teams**

CHAIR: Dan Langham, EHS

1. Call to Order – In attendance: Marie Edwards, Jenny Thiele, Lisa Latour Colby, Laura St. Pierre, Nicole MacKinnon and Robin Shearer. Regrets: Karen Beaubiah, Fatima Coutu, Monika Holzschuh-Shutlz, Jason Neufeld, Anke Starratt, Harry Scannell and Brianna Attanasio. Meeting started at 2:01pm.
2. Introduction to new Members – Monika Solzschuh-Shutlz and Brianna Attanasio.
3. Approval of Agenda – Marie and Jenny.
4. Membership Update – It was noted that the committee is almost at full capacity with just 2 vacancies currently. A PSAC 901-2 and Management members are still vacant. EHS has reached out to PSAC regarding the vacant position and is currently working to fill the management position.
5. WSIB Injury Reports: None to Report.
6. Workplace Inspections:
 - a. Regional Assessment and Resource Centre – May 21, 2024. It was noted that the main issues were computer cords (potential trip hazards), bookshelves not mounted to the wall and a copy of areas where items were blocking the path of egress. No significant issues were noted.
 - b. Career Services – May 23, 2024. Similar issues to the above inspection with computer cords and bookshelves. The inspectors also noted that only 2 of the 4 fire extinguishers were being inspected monthly. Otherwise no significant issues and items.
 - c. Animal Care Services – August 7, 2024. It was noted that this was a large area so the inspections took place over two days, August 7 and August 28th. The inspectors noted that the area appears generally clean. However, the space is somewhat restricted, particularly in the hallways, which could make maneuvering difficult at times. The inspectors further noted that the department was looking at how to properly store the

carts if they must be stored in hallways. The recommendation was to ensure only small/narrow carts are stored in hallways and the wider carts need to be stored in a separate location. There have been a number of injury reports within this department and the inspectors noted there should be additional training of personnel in handling and storing carts so they don't injure themselves or block egress. The inspectors also noted that the department is working on this with their staff. They also noted some brooms/mops/dustpans placed loosely against walls along with computer cords presented potential trip hazards. They also noted that the fire extinguishers were not being regularly inspected on a monthly basis as well as the weekly eyewash station and monthly safety shower inspections. It was noted they have a new Safety Officer and it was recommended the department designates specific personnel to ensure inspections are done according to their schedules.

7. New Business – Policy Statements on Health and Safety and Environmental Management. It was noted that the annual updates policies were sent out to all Safety Officers by EHS and inspectors should be checking that the updated versions have been posted to Safety Boards during their inspections.
8. Motion to Adjourn – Jenny and Robin. Meeting adjourned at 2:52pm.
9. Next Meeting Date: March 2025 – Date to be confirmed.