



**Administrative Services  
Joint Health & Safety Committee**

**Agenda – May 9, 2024 Meeting @ 930-1030am  
Via Microsoft Teams**

---

**CHAIR: Dan Langham, EHS**

Agenda

1. Call to Order – 9:28am. Present: Jenny Thiele, Nicole MacKinnon, Harry Scannell, Mary-Rose Lalande, Robin Shearer, Fatima Couto, Lisa Latour Colby. Regrets: Karen Beaubiah, Anke Starrat, Laura St. Pierre, Jason Neufeld.
2. Approval of Agenda
3. Membership – Co-Chair Positions
  - 1 PSAC 901-2 and 1 Management Rep vacant positions. It was noted that Dan is following up on the management position and Sandra is following up with PSAC.
4. EHS Co-Chair Updates
  - Vacant Co-Chair Positions: Members were reminded that the committee still requires Co-Chairs for both the worker and management members. Members were asked to consider filling these roles and update EHS.
5. WSIB Injury Reports – Uploaded to Teams folder:
  - EHS – Worker reported that he had back discomfort after performing deliveries in the morning. He has sought medical attention and received restrictions to return. It was noted that there wasn't a clear single issue that caused the discomfort so the department is looking into when the last ergonomic assessment was done and whether this may need to be repeated.
  - Animal Care Services – Worker reported that while snapping air filter in ventilation duct an unknown sharp edge in the duct lacerated the top of his knuckle on middle finger of left hand. It was noted the department will follow up on the duct and ensure this is resolved quickly. The employee received treatment at KGH and it did result in lost time.
  - Advancement – Worker reported that while walking to event venue in Theological Hall and carrying event supplies, employee reports that caught a toe on sidewalk and fell. This resulted in a cut, swelling

and bruising to knee and cut, swelling and bruising to eye/eyebrow. Employee received treatment at KGH but it did not result in any lost time.

6. Workplace Inspections

- No workplace inspections had been conducted during this time.

7. New Business –

- JHSC Certification: It was noted that EHS will be sending out an email shortly regarding upcoming JHSC certification. Part 1 of the training will be virtual with part 2 being confirmed later in the summer. Members are asked to register if they are interested.
- EHS Spring Newsletter: It was noted that EHS sent out their spring newsletter yesterday. Members were reminded to have a look at the newsletter and to follow up with EHS if there are any questions or concerns.

8. Motion to Adjourn

9. Next Meeting Date: To be confirmed.