

# Joint/Joint Occupational Health and Safety Committee Meeting

## Minutes

Thursday, September 24, 2019

Sutherland Campus Room B3347

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**In Attendance:** Kim English, Mike Peart, Elane Kalavrias, Heather Broadbent, Brendan Molloy, Mary MacLeod, Tina Benincasa, Joanne Tully, Heather Cuthbert, Tracy Partridge, Jennifer Bain, Candace Gainer, Chris Smith, Shelley Schell, David Belsey, Kim Fleming

**Guest:** Sara Lambie (WSPS)

**Regrets:** Travis Grant, Mary Walke, Rob Marsh, Tammy Douglas, Talbot Hurren, Michael Benedict, Betty McNeely

**Chair:** Kim English

**Note Taker:** Marriah Wickert

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### 1. Introductions

Kim English opened the meeting, attendees introduced themselves.

Kim introduced Guest Speaker- Sara Lambie, WSPS Presentation on Slips, Trips and Falls.

### 2. WSPS Presentation: Slips, Trips and Falls by Sara Lambie

Sara Lambie from WSPS gave presentation on slips, trips and falls in the workplace.

### 3. Co-Chair Orientation by Elane Kalavrias and Heather Broadbent

Reviewed

- ☐ Overview session to the H&S committee members regarding accessing, content and features of H&S website.

Discussion

- ☐ Requests for all reports, accident/near miss, to be included in JOHSC share drive. This request was approved by KE and all actionable reports to be saved in the share drive. Suggestion to change name of accident report to incident report to encourage more reporting.
- ☐ Discussion regarding whether students have access to website. If students were to search for the H&S website they would have access; however, they do not have a direct link
- ☐ Discussion that CMT should review TOR and know terms and conditions, especially quorum. Yearly updates/review with last update being March 2019.
- ☐ Discussion about the College's ergonomic support. CMT updated on employee's ability to submit a work order requesting an ergonomic adjustment.
- ☐ CMT discussed emergency procedures and how option "Get Out" is best for all threat types.
- ☐ Discussion about problem areas noted for Violence Response Protocol Drill as well as procedure issues. Advised to discuss with Security Supervisor – Alyssa Weatherbee.

### 4. Break

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### 5. Guide to Completing Inspections – Marriah Wickert

#### Reviewed

- ☐ Demonstration of H&S workplace inspections that will be completed on Trax/eBase. Members are able to use two tablets to complete all inspections and allows members the ability to review inspections status/progress at any time.

#### Discussion

- ☐ Discussion regarding responsibility for inspections of construction zones. KE informed CMT that the constructor is responsible for performing inspections of these areas as per the construction legislation.

### 6. Accomplishment, Lab Inspections and H&S Stations – Kim English

#### Reviewed

- ☐ H&S accomplishments reviewed from all three campus locations.
- ☐ Testing following projects and IAQ testing
- ☐ New safety boards
- ☐ Assembly Points/Life Safety Signage
- ☐ Winter Safety Tips
- ☐ Monthly CREW Inspections and Worker Rep Certified
- ☐ Lab Safety enhancements/HHL Inspections
- ☐ Update on Haliburton Accomplishments

### 7. Questions

### 8. Action Items

- ☐ Emergency plan for Haliburton.
- ☐ Members to message MW for access to JOHSC
- ☐ Members to download Fleming safe app
- ☐ Purchase name tags for CMT members to wear during inspections
- ☐ CMT to develop ideas to make members more recognizable
- ☐ KE can connect with DB with resource information for strobe lights at Heavy Equipment
- ☐ Haliburton to connect with Security about Violence Response Protocol
- ☐ CMT members to note questions posed by Co-Chairs and add to agenda for next JHSC meeting
- ☐ High Hazard Lab Inspections

Kim English, Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Next Meeting Dates: Sutherland – October 24, 2019

Frost – October 21, 2019