

## **AGENDA**

Monday, February 14<sup>th</sup>, 2022  
Frost Campus – Webex Meeting  
Meeting Chair: Rick Teasdale

- 1 Welcome – Resource Guest: Terry Williams
- 2 Adoption of Agenda
- 3 Review of Minutes and Approval – [November, December](#)
- 4 Accident Report

Location	Student	Staff	H&S Concern/Issue	Action taken	WSIB	Comments
4.1 Review Reports	N/A	<input checked="" type="checkbox"/> <a href="#">View</a>			<input type="checkbox"/>	

### 5 Inspection Review

	Source	Issues	Recommended Action	W/O	Completed/In-Progress	Outcome
5.1 Inspection Schedule	MW	Inspection volunteers needed for 2022 remaining inspections	Assign inspection partners to remaining monthly inspections as per <a href="#">inspection schedule</a>	<input type="checkbox"/>	Action Required	
5.2 Zone D Inspection	MB/RT	Zone D – Rooms 150 to 155a/b and Rooms 100A-137	Inspection completed by hand and need to transfer items to eBase	<input type="checkbox"/>	Completed with Action Required	

### 6 New Business

	Source	IRS	Date for Action	Explanation of item	W/O	Notes
		<input type="checkbox"/>			<input type="checkbox"/>	

7 Previous Agenda Items- \*\*\*starred items will not be discussed unless requested \*\*\*\*

	Source/Action required by:	IRS	WO	Recommended Action	Information Presented	Completed	Notes/Follow-up
*7.1 Inspection Schedule	CMT	<input checked="" type="checkbox"/>		HEO is now under school of T&T, inspection of physical space to remain in Frost inspections.	Any hazards noted in the space would be dispatched to T&T manager for review and follow-up action.	<input checked="" type="checkbox"/>	
*7.2 JHSC Membership	HB	<input checked="" type="checkbox"/>		CMT discussed Local 351 membership interest.	HB to connect with Local 351 Union regarding membership interest and availability.	<input checked="" type="checkbox"/>	HB connected with Union president and welcomed Brendan Molloy back to the committee.
*7.3 H&S Concerns, Reporting and IRS	KE/MW	<input checked="" type="checkbox"/>		H&S to create an IRS – Roles and Responsibility flowchart on H&S website	When employees note H&S concerns to the CMT, CMT members should first ask whether the employee has notified their manager, to promote the IRS. Documentation of concern is always recommended.	<input checked="" type="checkbox"/>	Complete – Review page <a href="#">here</a> .
*7.4 CAWT Lab Building – Fire Safety	KE/TH	<input type="checkbox"/>		TH would like to invite Fire Prevention Officer for site visit.	KE noted space is code compliant as per PEng sign off.	<input type="checkbox"/>	KE and TH to have conversation offline and devise reasonable next steps.  RT/KE to follow-up and present confirmation received from P.Eng to employee who originally flagged concern. This was not provided at the time of this meeting.
7.5 Focus/Initiative 2021-2022	CMT	<input checked="" type="checkbox"/>		CMT discussed Chemical Handling/Management as potential Focus/Initiative  Corporate Health and Safety Manual for Field Activities	JHSC to send communications and KE to attend tech meeting to disseminate information.  HB and MPA to meet with KE and MW to	<input checked="" type="checkbox"/>	MW/KE to review and revise website to include more information and guidelines for chemical management.  Meeting completed and HB/MP to work on draft

	Source/Action required by:	IRS	WO	Recommended Action	Information Presented	Completed	Notes/Follow-up
				Related to Frost Campus	kick off this initiative.		manual.
*7.6 TOR	MB/CMT	<input checked="" type="checkbox"/>		MB to review edits.	MB to help with edits and distribute for larger discussion and approval at later date	<input type="checkbox"/>	
*7.7 Smoking area outside library exit	HB/H&S	<input type="checkbox"/>		HB to send follow up information to security general email	Complaint received regarding the smoking area being too close to the building	<input checked="" type="checkbox"/>	HB sent information to safety and KE/RT to follow-up.
7.8 Garbage Pickup	RT	<input type="checkbox"/>		Update regarding garbage pickup in parking lots		<input checked="" type="checkbox"/>	RT to provide update