

AGENDA

March 27, 2025

1:00p.m. – 2:30p.m.

[Teams Meeting](#)

Meeting Chair: Jennifer
Downham

1.0 Meeting Called to Order

1.1 Quorum Confirmed

1.2 Adoption of Agenda

1.3 Review of Minutes and Approval – January Minutes

2.0 Report Review

2.1 [Accident Report](#) Yes No

2.1.1 Review of lists

2.1.2 Review of Near Miss

2.2 [Inspection Report](#) Yes No

2.2.1 Review eBase Inspection Process

2.3 H&S Assessments Yes No

2.3.1 Review Reports

2.3.2 Review Air Quality Testing Request for Crew Office

2.4 [Policy and Procedure Review](#) Yes No

2.5 [H&S Management System](#) Yes No

3.0 New Business

	Item	Explanation of Item	Presenter
3.1	Meeting Delivery Format	CMT to discuss JHSC meeting delivery format.	JD
3.2	Snow Removal	JD to discuss a recommendation to the employer about snow removal with a focus on blocked routes of egress during the February 18 th school closure the latest fire drill.	JD
3.3	Incident Reporting	JD to discuss housekeeping protocols for potentially hazards labs and the threshold for incident reporting.	JD
3.4	Inspection Items	Incomplete inspection items will be assigned back to the CMT for discussion and action.	AH

4.0 Outstanding Items ***Starred items will not be discussed unless requested***

	Item	Explanation of Item	Completed
4.1	TOR Review	CMT members are to review TOR and send any recommendations to the co-chairs, cc'ing safety. Further review with the CMT will take place once the co-chairs have discussed recommendations with other campus CMT co-chairs.	<input type="checkbox"/>
*4.2	Inspection Schedule	EL to request that SEB update the 2024-2025 schedule for the Haliburton JHSC.	<input checked="" type="checkbox"/>
*4.3	Accident/Incident Report Spreadsheet	AH to update the Accident/Incident Report spreadsheet.	<input checked="" type="checkbox"/>
*4.4	H&S Board	AH to update the membership list on the H&S Board.	<input checked="" type="checkbox"/>
4.5	eBinder	H&S is working toward having a WHMIS specific poster for the HHL locations in the eBinder via QR code.	<input type="checkbox"/>
		Products that are no longer being used should be removed from the eBinder.	<input type="checkbox"/>
4.6	Inspection Focus Item	The H&S department will be introducing four H&S Inspection Focus Items to the CMT.	<input type="checkbox"/>