

AGENDA

May 12, 2025
10:30a.m. – 12:00p.m.
Room 252

Meeting Chair: Heather Broadbent

1.0 Meeting Called to Order – Welcome Joseph Elliott

- 1.1 Quorum Confirmed
- 1.2 Guest Members – Capital Projects Team
- 1.3 Adoption of Agenda
- 1.4 Review of Minutes and Approval – [February & March 2025](#)

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 [Items noted for JHSC review](#)
 - 2.2.2 Upcoming and Outstanding Inspections
- 2.3 H&S Assessments ☒ Yes ☐ No
 - 2.3.1 Review Reports – [Kee Safety Roof Top Equipment Access Fall Protection Hazard Assessment](#)
- 2.4 Policy and Procedure Review ☒ Yes ☐ No
 - 2.4.1 Contractor Management Safety Program
- 2.5 [H&S Management System](#) ☐ Yes ☒ No

3.0 New Business

	Item	Explanation of Item	Presenter
3.1	Wellness Webinars	CMT to discuss the wellness webinars available on the PSHSA website.	MW
3.2	JHSC Organization	CMT to discuss how to keep organized and the importance of attending meetings.	HB/MW
3.3	JJHSC Meeting Format/ Co-Chair Update	CMT to discuss the format of the June 2025 JJHSC meeting and the Worker/Management Co-Chair positions.	HB/MW

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

	Item	Explanation of Item	Completed
4.1	H&S Investigation	CMT co-chairs to attend H&S investigation at the CAWT Minden location.	<input type="checkbox"/>
4.2	eBinder	CMT to ensure eBinder is checked by location during HHL inspections. eBinder app to be added to the JHSC tablets. H&S looking to add QR Code to each HHL Safety Information Board to lead employees directly to the lab's eBinder location.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.3	Pinchin Environmental Report	H&S will share the assessment done by Pinchin Environmental on January 2 nd and 3 rd , once it's ready.	<input type="checkbox"/>
4.4	CAWT Enviro Building	Access is restricted with authorized access only. FSS will provide signage and further communication.	<input type="checkbox"/>
*4.5	Guest Member	CMT to prepare questions for Charles, Manager, Security & Emergency Preparedness in advance of the next meeting.	<input checked="" type="checkbox"/>
*4.6	H&S Focus Item	H&S will provide item and information to focus on for the Spring inspections. The item will be selected based on incident data.	<input checked="" type="checkbox"/>
*4.7	Meeting Delivery	CMT to continue discussing JHSC meeting delivery options.	<input checked="" type="checkbox"/>
*4.8	Inspection Reports	AH will assign incomplete inspection items back to the JHSC for further discussion and action.	<input checked="" type="checkbox"/>
4.9	Power Outage	HB to send an email to the Manager, Security and Emergency Preparedness, regarding the H&S concerns noted during the power outage in February 2025.	<input type="checkbox"/>

4.10	Emergency Response Plan.	Co-Chairs with support from MB to review concerns and work towards drafting a recommendation to the employer.	<input type="checkbox"/>
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