

## AGENDA

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May 29, 2025  
1:00p.m. – 2:30p.m.  
Haliburton: Room 8  
Meeting Chair: Erin Lynch

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### 1.0 Meeting Called to Order

- 1.1 Quorum Confirmed
- 1.2 Guest Members - Capital Projects Team
- 1.3 Adoption of Agenda
- 1.4 Review of Minutes and Approval – [March 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 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	<a href="#">Wellness Webinars</a>	CMT to discuss the wellness webinars available on the PSHSA website.	MW
3.2	Safety & Health Week / JHSC Teams Chanel	CMT to discuss Health & Safety Week and communication via the JHSC Teams Chanel	MW
3.3	JJHSC Meeting Format	CMT to discuss the format of the June 2025 JJHSC meeting.	MW

### 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.  Products that are no longer being used should be removed from the eBinder.	<input type="checkbox"/>  <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"/>
4.7	Jewelry Studio	JD is going to review the PPE signage in the Jewelry lab.	<input type="checkbox"/>
4.8	Washroom Housekeeping	H&S to advise the CMT what follow-up has been done in regard to washroom cleaning.	<input type="checkbox"/>
*4.9	eBase Tablet Training	AH to arrange a visit to the Haliburton campus to check the tablet and provide in-person support to JHSC members.	<input checked="" type="checkbox"/>
*4.10	<a href="#">Crew Office Air Quality Testing</a>	H&S will follow up with the H&S representative and manager of the workers upon scheduling and once the results are provided.	<input checked="" type="checkbox"/>

4.11	Routes of Egress at Crew Office	AH to schedule a meeting with RP and MW to discuss routes of egress at the Crew Office.	<input type="checkbox"/>
*4.12	Inspection Items	AH will assign incomplete inspection notes back to the CMT to be discussed and actioned at the following meeting.	<input checked="" type="checkbox"/>