

AGENDA

October 20, 2025
10:30a.m. – 12:00p.m.
Room 252
Meeting Chair: TBD

1.0 Meeting Called to Order

- 1.1 Quorum Confirmed
- 1.2 Adoption of Agenda
- 1.3 Review of Minutes and Approval – [May 2025 & June 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 – [Industrial Hygiene Results](#)
- 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	TOR Updates	CMT to discuss and plan updates to the TOR.	
3.2	Review 4.0	Review 4.0 Outstanding Items from 2024-205 to determine which ones will be carried forward to 2025-2026.	

4.0 Outstanding Items from 2024-2025 ***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.	☐
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.	☐
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.	☐
4.4	CAWT Enviro Building	Access is restricted with authorized access only. FSS will provide signage and further communication.	☐
*4.5	Guest Member	CMT to prepare questions for Charles, Manager, Security & Emergency Preparedness in advance of the next meeting.	☒
*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.	☒
*4.7	Meeting Delivery	CMT to continue discussing JHSC meeting delivery options.	☒
*4.8	Inspection Reports	AH will assign incomplete inspection items back to the JHSC for further discussion and action.	☒
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.	☐

4.10	Emergency Response Plan.	Co-Chairs with support from MB to review concerns and work towards drafting a recommendation to the employer.	☐
4.11	Training	The CMT set a goal of getting all members certified. MB offered to put together a presentation about how to navigate the Green Book for the CMT. MB offered to present the Basics of Supervising Training to the CMT.	☐ ☐ ☐
4.12	CMT Members	HB to follow-up with the union about assigning more JHSC members.	☐