

AGENDA

October 30, 2025
1:00 p.m. – 2:30 p.m.
Teams
Meeting Chair: Erin Lynch

1.0 Meeting Called to Order

- 1.1 Quorum Confirmed
- 1.2 Adoption of Agenda
- 1.3 Review of Minutes and Approval – [May & 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	JHSC CMT Composition	CMT to discuss JHSC CMT Composition. OHSA Section 9 (2)(c) .	EL
3.2	TOR Updates	The CMT to discuss the plan to add updates to the TOR.	EL
3.3	Review 4.0	Review 4.0 Outstanding Items from 2024-2025 to determine which items will be carried forward to 2025-2026.	EL

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.	☐
*4.2	Inspection Schedule	EL to request that SEB update the 2024-2025 schedule for the Haliburton JHSC.	☒
*4.3	Accident/Incident Report Spreadsheet	AH to update the Accident/Incident Report spreadsheet.	☒
*4.4	H&S Board	AH to update the membership list on the H&S Board.	☒
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.	☐ ☐
4.6	Inspection Focus Item	The H&S department will be introducing four H&S Inspection Focus Items to the CMT.	☐
4.7	Jewelry Studio	JD is going to review the PPE signage in the Jewelry lab.	☐
4.8	Washroom Housekeeping	H&S to advise the CMT what follow-up has been done in regard to washroom cleaning.	☐
*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.	☒
*4.10	Crew Office Air Quality Testing	H&S will follow up with the H&S representative and manager of the workers upon scheduling and once the results are provided.	☒

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.	☐
*4.12	Inspection Items	AH will assign incomplete inspection notes back to the CMT to be discussed and actioned at the following meeting.	☒
4.13	Inspections	The CMT will complete the most recent Main Building Inspection and close off the outstanding ones.	☐
4.14	H&S Week Initiative	The H&S department will share another H&S initiative during H&S week in 2026.	☐
4.15	JHSC Training	Work towards getting more JHSC members certified.	☐
		The CMT would like to investigate Green Book Training for members.	☐