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Facilities Management Boardroom

Minutes of the Administrative Units Safety Sub-Committee meeting held on June 18th, 2020.

Meeting opened at 10:30 AM (Virtual Meeting). The following were in attendance:

**Unknown**

**Regrets:**

**Guests:**

**Roll Call:** Roberta recorded the names in attendance

**1.0 Approval of Minutes of Last Meeting**

Minutes of the January 16<sup>th</sup>, 2020 meeting approved.

**2.0 Outstanding Items from Previous Meeting**

Safe Work Practices

Annual Safe Work Practices

**No Further action required.**

**3.0 Review of information from JOHSC and Monthly Updates**

**JOHSC Committee Documentation**

**Valerie Wadman**

The JOHSC committee met in April, May and June. Valerie Wadman advised that work is continuing on online training, in consultation with Kevin Kelloway. Valerie will continue to update the committee.

**Action: Looking for updates on Pandemic Planning**

**4.0 Injury and Incident Reports**

The April and May incident reports were reviewed.

**5.0 Workplace Inspection/Hazard Identification**

The inspection checklist were sent out the end of November and many have been completed and sent back to Facilities for review.

**Calendar**

<b>Review Month</b>	<b>Agenda Item</b>	<b>Action</b>
January	Safe Work Practices	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March	Annual Report	Discuss Committee Feedback
April	Hazard ID	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS T 0 1231 12.0 Tf1 0 C	

November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training
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