

Minutes of the Administrative Units Safety Sub-Committee meeting held on March 17<sup>th</sup>, 2021.

Meeting opened at 11:00 AM (Virtual Meeting). The following were in attendance:

**Patrick Farmer      Kevin Trudeau      Andrew Baker      Shelly Petrossie**  
**Valerie Wadman**



## Annual Report

**Action:** Valarie volunteered to make annual report refereeing to 2020-2021 meeting minutes.

## April New Business

### Hazard ID

**Action:**

## 7.0 Date and Time of Next Meeting

The 2021 Administrative Units Safety Sub-committee meetings will take place on the third Thursday of each month, at 10:30 am, in the Facilities Management Boardroom, as follows:

March 18<sup>th</sup>, 2021                      April 22<sup>nd</sup>, 2021                      May 20<sup>th</sup>, 2021                      June 17<sup>th</sup>, 2021  
September 16<sup>th</sup>, 2021                      October 21<sup>st</sup>, 2021  
November 18<sup>th</sup>, 2021                      December 16<sup>th</sup>, 2021

## 8.0 Adjournment

The meeting was adjourned at 11:30 am.

## Calendar

Review Month	Agenda Item	Action
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		

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