

Minutes of the Administrative Units Safety Sub-Committee meeting held on November 17th, 2022.

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

Guests:

Roll Call: Kristen recorded the names in attendance.

Regrets:

Andrew moved to accept the minutes of the October 20th meeting.

Fire drills are still ongoing. All drills have been completed, except for the Arena and the two residences.

Valerie adds that all fire drills are complete, and the reports will all be written before the December meeting. Garrett adds that he is hopeful that Simplex is going to address the door in the Arena soon.

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- If there is any training that needs to be done for safety purposes. Intro to OHSC Valerie wants to do it in-person, if possible, for custodial and maintenance staff.

Feedback received that group would select a chair, but it has always been managers as chair and co-chair. If people want to change this process, that is possible.

- Please think about this and we can discuss it next month, Roberta and Pat are welcoming to anyone who wants to come forward with chair and co-chair.

We could possibly include more members that could attend so we must take that into consideration. This can be discussed by Pat and Valerie. People who be here should be sending an alternate.

- Please review the list and identify gaps we are missing for the administrative departments.

- No feedback from anyone. No further action required.

The next meeting is on November 17th at 11:00am.

The meeting was adjourned at 11:19am.

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 & Inspections	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training