



## **Aus-Sub Committee Meeting**

Minutes of the Administrative Units Safety Sub-Committee meeting held on November 18th, 2021.

Meeting opened at 2:00PM (Virtual Meeting). The following were in attendance:

**Roberta Graham, Valerie Wadman, Greg Knight, Andrew Baker, Kevin Trudeau, Shellie Petrossie**

**Regrets: Pat Farmer**

**Guests:**

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

### **1.0 Approval of Minutes of Last Meeting**

Greg Knight moved to accept the minutes of the October 21st, 2021 meeting.

### **2.0 Outstanding Items from Previous Meeting**

#### **Review Memberships**

WHIMIS Training Review

Valerie explains that the purpose of reviewing training is about reviewing those who handle chemicals. She adds that they are a bit behind because of COVID.

**Action: No recommendations from the committee.**

#### **Fire Drill report**

In Pat's absence, Roberta advised all fire drills are reportedly completed, except for the student union building. Pat will provide an update for that location in the December meeting.

A concern was raised about the number office wardens on campus. Valerie advised they could go through list before taking it to safety committee. She explains that they have been asking people, but it will be difficult as some of the admin staff that might be on a hybrid work plan and might be existing fire wardens.

Shellie had the idea about custodial staff becoming fire wardens. This is something to investigate, as the Homburg might work, but McNally might be challenging.

**Action: Ongoing. Pat to discuss details at December meeting.**

**First Aid Training:**

Valerie provided an update on reaching out to a few people, and that the first aid program is hopefully going to be changed. The emergency first aid training is too expensive and takes up too much time. Additionally, she is trying to figure out the regulations. There is a concern about emergency first aid and people providing first aid they are not prepared for.

Kevin added that security typically deals with medical emergencies and that he has trained personnel. Their training is considered higher-level course and training is equal to that of a first responder. Kevin wants to continue maintaining this level of qualification to these employees moving forward.

**Action: Ongoing**

**Annual Report**

Valerie suggests employee representation should be involved in more AUS-Sub Committee meetings, as opposed to all admin staff attending. Valerie suggests an admin attendee be accompanied by an employee if possible.

**Action: Put on hold for January, might hold meetings in-person. Defer until then.**

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

**JOHSC Committee Documentation**

**Valerie Wadman**

The November JOHSC Committee meeting was cancelled, therefore no update this meeting.

**Action: Ongoing**

**4.0 Injury and Incident Reports**

**Valerie Wadman**

October incidents have been distributed and were spoken about in more detail in the November meeting. A couple of the included incidents involved students working with chemicals. There was also a water contamination in Loyola that was spoken about briefly. One of the Custodial staff members hit their head while removing a door stop. Patrick added that there was a fire alarm set off and staff had to evacuate, and that this has been included in the incidents report.

**Action: Ongoing.**

**5.0 Workplace Inspection/Hazard Identification**

**Valerie Wadman**

Individuals working from home must complete their own safety inspection of their home workplace. The annual inspection forms have been sent out and forms have been coming in to Pat.

**Action: Ongoing and subject to changes/tweaks to improve.**

## **6.0 New Business**

No new business for December.

## **7.0 Date and Time of Next Meeting**

**Action:** Kristen will book future meetings for every third Thursday of the month. Should we hold these in-person or continue via Teams in January if cases continue to rise?

## **8.0 Adjournment**

The meeting was adjourned at 2:35pm.

## 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 & 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