

## **Administrative Units Sub-Committee Meeting**

Minutes of the Administrative Units Safety Sub-Committee meeting held on January 16, 2025.

Meeting opened at 11:00 AM (Teams Meeting).

The following were in attendance:

**Kevin Trudeau, Valerie Wadman, Patrick Farmer, Shellie Petrossie, Greg Knight, Roberta Graham, Andrew Baker, Tim Gill**

Regrets:

**Ricky Brideau, Derrick Colburn, Liam Varley, Richard McDonald, Jennifer Stewart, John Griffin, John Allen;**

### **1.0 Approval of Minutes of Last Meeting (old business)**

**The November minutes were approved.**

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

- First Aid Room Memo: Valerie to work on
- Shelving in Janitor Closets: 3-step stools being discussed
- OHS Policy: Feedback received, possible changes still required
- Staff training – no further action required
- Membership update: Gerg – has no one to join, Pat – still looking

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

#### **JOHSC Committee Documentation**

**Valerie Wadman**

- No quorum at the JOHSC meeting on January 15, 2025
- Intro to JOHSC – there is a student working on the links to ensure they are working properly and then HR will do a pilot test
- Emergency Management Meeting: Rescheduled for February 14, 2025
- Water Content Signage: signs are to be ordered and there will be FAQ on the website
- Fire Drills Annual Report: all completed or 2024
- Aramark – checked all their freezers and no one can be locked in
- Contractors – not always following our safety guidelines- going to make changes to RFP's

### **4.0 Injury and Incident Reports**

**Valerie Wadman**

**November and December reports:** included

**5.0      New business**

**Everyone**

- Campus has traffic speeding issues, where cars are using parking lots as throughways, barricades have been purchased and will be placed between 960 and the arena, so cars will not have a throughway – this is effective January 19, 2025.
- Calendar Agenda Item – Safe Work Practices – review annually, do they need to be revised or updates? To be reviewed at February's meeting.
- WHMIS and OHS Training – in person training happening during Reading Week, if anyone or their employees wanted to attend.

**6.0      Date and Time of Next Meeting**

The meetings for 2025 have been booked. Please check your email and accept the meeting invite.

The next meeting will be on February 20 at 11 AM.

**7.0      Adjournment**

The meeting was adjourned at 11:30 AM.

## Calendar

Review Month	Agenda Item	Action
January	Safe Work Practices (off agenda)	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March		
April	Hazard ID (on the agenda)	Determine if any job hazard assessments need to be completed and/or reviewed.
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy Insp reports to be completed
November	Staff Training (Departmental safety training)  Report on Annual Fire Drills (Pat is going to report to campus first and bring to next meeting)	Review types/requirements for staff training