

Administrative Units Sub-Committee Meeting

Minutes of the Administrative Units Safety Sub-Committee meeting held on April 17, 2025.

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

The following were in attendance:

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

Regrets:

Ricky Brideau, Liam Varley, Richard McDonald, Wayne Wolfe, John Griffin, John Allen, Scott Gray, Derrick Colburn; Kevin Trudeau, Jennifer Stewart

Approval of Minutes of Last Meeting (old business)

The March minutes were reviewed and approved.

2.0 Outstanding Items from Previous Meeting

- **CSA Requirements for Safety Equipment: Step Stool Update:** CSA compliance for equipment has to be CSA approved, step stools not CSA approved need to be removed from campus. An email will be going out to SMG to share with all their departments.
- **Training Calendar Discussion:** No recommendations received related to training.
- **Emergency Management Updates:** Emergency procedures are being reviewed. An updated emergency response plan will be shared once finalized.
- **Water Quality Concerns:** Signage will be posted soon. Valerie to set up a meeting to decide where signs will be placed. FAQs were reviewed by the committee and will be placed on the OHS website.

3.0 Review of information from JOHSC and Monthly Updates

JOHSC Committee Documentation

Valerie Wadman

- December, January and March's minutes were approved
- Intro to OHS Virtual Training – making changes based on feedback received
- Emergency management – still ongoing
- Policy Review – sent to Claire
- Indoor Air Quality – reviewed policy. The FM policy will be used anytime air quality complaints are received
- Violence in the Workplace- The Department of Labour presented to Senior Management on the upcoming changes to legislation on September 1, 2025.
- Arena – work is continuing on updating the original a job hazard assessment.

- NAOSH Week – there will be a speaker on Psychological Safety May 6th at 10am
- Respectful Workplace Policy – Lorri is completing training to groups on Campus

4.0 Injury and Incident Reports

Valerie Wadman

March Incident reports: Reviewed

5.0 New business

No new business

Everyone

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 May 15th at 11 AM.

7.0 Adjournment

The meeting was adjourned at 11:20 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