



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

Minutes of the Administrative Units Safety Sub-Committee meeting held on June 19, 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, Andy Baker, Kevin Trudeau, Derrick Colburn**

Regrets:

**Ricky Brideau, Liam Varley, Richard McDonald, Wayne Wolfe, John Griffin, John Allen, Scott Gray, Jennifer Stewart**

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

**April's 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.
- **Emergency Management Updates:** Emergency procedures are being reviewed. An updated emergency response plan will be shared once finalized. Ongoing
- **Water Quality Concerns:** Signage will be posted soon. Ongoing

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

#### **JOHSC Committee Documentation**

**Valerie Wadman**

- No minutes from June to review due to attendance at meeting
- Intro to OHS Virtual Training – memo from Ayo will be sent out to all employees complete the course
- CCOHS – increased to 8 free courses
- OHS Annual Policy – posted on website
- Violence in the Workplace- Draft available in July and Valerie to send to all committee members to provide feedback
- Heat Stress Guidelines – to be sent to all employees soon

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

**Valerie Wadman**

- Science Department sent an update to remind everyone about how to dispose of sharps properly
- There is a list on the website on where to locate sharp containers
- Should ask Navjot if this can be added to the SMU Map APP
- Is it possible to have signage on washrooms doors where sharp containers are available?

## **5.0     New business**

- What is the muster area plan for staff for a bomb threat vs fire threat? Kevin is willing to have a private discussion as a follow up
- Facts about Muster Stations:
  1. For a bomb threat – designated areas not advisable practice
  2. Bomb threats are usually to cause chaos or confusion
  3. 'Callers don't bomb, bombers don't call'
  4. Should not have a muster spot – should get away from the building
  5. Do not pull fire alarm unless there is a fire
  6. Bomb Threat notice: This is an emergency, please evacuate, take your items with you, do not use elevators
  7. Fire Notice: This is an emergency, please exit the building
- Spin Room – could not hear the audible alarms, need visible notification in this room

## **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 September 25, 2025

## **7.0     Adjournment**

The meeting was adjourned at 11:45 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