

University OHS Committee Minutes
May 28, 2012
EDU3005

Attending:

Rick Meaney (Chair)
 Kent Decker
 Mike Fowler
 Ian McKinnon
 Marcia Porter
 Tom MacLaggan
 David Sorrensen
 Paula Dyke
 Don McKay
 Recording Secretary – Debbie Seymour

Regrets:

George Jenner
 Frank Downey
 Javis Hulan (Grenfell)
 Bruce Bryne (Grenfell)
 Mike Murphy
 Dave Sturge (Grenfell)
 Kassem Abouchehade
 Sheila Miller
 Craig Cramm
 Frank Wall
 Tammy Squires
 Norman Lee

	For Action By:
<p>Welcome Paula Dyke was welcomed to the committee. She will replace Dave Sorrensen.</p>	
<p>Approval of Minutes from previous meeting Minutes approved.</p>	
<p>Update on items “for action” from previous meeting</p> <p>OH&S Policy consultation is complete. Feedback from consultations suggests that closer consideration is needed for volunteers and SIE’s. Kent would like to see SIE’s left under scope but add reference that VP Council will oversee safety performance of SIE’s. Final edits and Policy Development Report to be prepared.</p> <p>Tom reported training is ongoing on OHS committee restructuring.</p> <p>OHS Committee minutes have been sent to the Department of Health & Safety to be posted electronically and in hard copy in some buildings.</p> <p>Rick and Sheila are working on getting regular input from the Biosafety Committee. Kent to review status of Biosafety Committee with Sheila.</p> <p>Ivan reported at the Nov. 22nd meeting that the emergency management committee had developed a program to address concerns associated with the variety of emergency contact numbers. This program is now ready to be released. David will check on the status and distribute to committee.</p> <p>Tom questioned respiratory protection for lab workers. More fit testing is required and this service is available through the Department of Health & Safety.</p>	<p>Rick Meaney/Sheila Miller</p> <p>H&S Office</p> <p>Kent Decker/Sheila Miller</p> <p>David Sorrensen/ Paula Dyke</p>

<p>Biosafety Committee – FM representative. Don will check on this.</p>	<p>Don McKay</p>
<p>Safety Metrics</p> <p>Accident/Incident Reports Accident/Incident reports were reviewed. Board of Regents would like quarterly stats on accident/incident reports. Format will be revised to fit Board of Regents reporting requirements. Lost time should be included with the metrics. Reports will be done quarterly.</p> <p>Tom distributed reports and they were reviewed in detail. Tom will provide stats for the past two fall semesters.</p> <p>Kent met with Ann Richardson of The Works. There is a full training program in place for new employees.</p> <p>Government Service Orders Outstanding Government Service Orders were reviewed. Asbestos is a concern and location would be an asset on reports. A chart is required to track when new orders are received and subsequently closed.</p>	<p>Tom MacLaggan</p> <p>Tom MacLaggan</p>
<p>New Business</p> <p>Article in Communicator The first article will be put in the Communicator in September. Dr. McKay would like to see an article on the new Health & Safety database.</p> <p>Many accidents are slips and falls. Awareness is important. Info on stats will be put in the September edition of the Communicator</p> <p>First Aid Rooms Tom reported that if there are more than 200 employees in a building, it should have a first aid site. Rick will follow-up with Sheila to define requirements.</p> <p>Fire and Emergency Evacuation Plans Progressing. Leads have been identified. Warden training done.</p>	<p>Marcia Porter</p> <p>Marcia Porter/ David Sorrensen</p> <p>Rick/Sheila Miller</p>
<p>Items for Tracking Rick had requested a copy of the Off-Campus Activity Policy from Dave Head. He was informed that it was not ready for distribution but will be forwarded when the policy is ready for consultation.</p> <p>George is still working on the diagram for Health & Safety Committee Reporting Structure.</p>	<p>George Jenner</p>

Sheila is defining expectations for funding safety related expenditures and will seek approval from V-P Council.	Sheila Miller
Closing and Next Meeting The next meeting will be held at the end of July.	