

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – February 22nd, 2023

In Attendance:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Tim Rissler (Co-Chair)	Worker Rep.	Construction Trades and Building Systems
Judy Flieler	Worker Rep.	Professor, Nursing Faculty
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Services
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Tara Ettinger	Worker Rep.	Professor, School of Hospitality & Tourism
Ralph Gethings	Management Rep.	Compliance Supervisor, Facilities Management

Regrets:

Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
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1. Approval of the Agenda

The agenda was approved by T. Rissler and J. Flieler with the following addition:
4.1 N building labs – mounted extension cords

2. Approval of Draft Minutes of January 25th, 2023 (Zoom)

The minutes were approved by J. Flieler.

3.0 Business Arising

3.1 Training

The Safety Officer, Occupational Health and Safety stated that more training sessions will be scheduled in the spring due to budget.

Action: H. Elshaer

3.2 Regular Discussion of Inspection Reports

Members addressed the following concerns:

- Members requested to meet with C. McArthur to discuss inspection form deficiencies.
- Add details in the email receipt as it's currently blank.
- Unable to click on images, access to photos required.
- Ownership of area/budget holder is sometimes unknown. A list of spaces and owners would be helpful.
- B building 3rd floor mechanical rooms – area is used as storage/mini kitchenette. The Safety Manager, Occupational Health and Safety stated that a memo will be circulated in the future about mechanical rooms and storage.

Action: H. Elshaer

3.3 Accident/Incident Reports

No incidents

Action:

3.4 Covid -19

Cases are still being reported and there has been an increase this month. A communique was circulated to remind everyone about reporting requirements.

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Action:

3.5 MOL charges - ACCE Electrical Incident

No update.

Action:

3.6 Daisy Chained Bars

Distributed daisy chain safety bookmark cards during today's inspection and unplugged extension cords in A building.

Action:

3.7 M Building

No update.

FOMES Supervisor Operations to provide an update at the next meeting.

Action: R. Gethings

3.9 Hand Rails Residence (Phase 1-3)

FOMES Supervisor Operations to provide an update at the next meeting.

Action: R. Gethings

3.10 A Building Roof Access above Tim Hortons/Photography

FOMES Supervisor Operations to provide an update at the next meeting.

Action: R. Gethings

3.11 T Building access to Chillers

FOMES Supervisor Operations to provide an update at the next meeting.

3.12 Meeting Minutes

- Updated meeting minutes to be posted online on my AC along with an updated membership to reflect new members.
- Safety boards to be updated

Action: H. Elshaer

3.13 iPads

- iPads have been reconfigured
- iPad cases provided

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4.0 New Business

4.1 Mounted power bars

Members reported a large number of mounted power bars in J, N, T buildings labs.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled for March 22nd in room CA103.

CO-CHAIR SIGNATURE: _____ DATE: _____

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