

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of Meeting – Jan 28th, 2026

In Attendance:

Mike Benkie (Resource)	OHS	Manager, Occupational Health and Safety
Allisha Wilson (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Pam Auchterlonie	Management Rep.	Manager, Operational Compliance, Facilities
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Jamie Hopkins	Management Rep.	Associate Director, Facilities Operations
Shelley Robertson	Worker Rep.	Professor, Nursing Faculty
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services

Regrets:

Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Service
Mariella Di Bello	Worker Rep.	Instructor, School of Hospitality & Tourism

1. Approval of the Agenda

The agenda was approved by Roch Lafond and Pam Auchterlonie.

2. Approval of Draft Minutes of Nov 26th, 2025

The minutes were approved by Roch Lafond and Pam Auchterlonie.

3.0 Business Arising

3.1 Training

- Discussed Emergency Management Training becoming mandatory
- WHMIS and OHS Awareness being added to Algonquin website soon, moving away from external providers for OHS training
 - Exploring options for tracking
 - Workday? Brightspace?
- Fire extinguisher training coming in March
- First Aid/CPR on hold

Action: N/A

3.2 Regular Discussion of Inspection Reports

No new discoveries or concerns noted.

Action: N/A

3.3 Accident/Incident Reports

2 critical injuries in January 2026.

- Slip/fall outside of ACCE
 - facilities rectified with contractor for closer monitoring of ice formation.
 - No orders per MOL as it was resolved before their visit.
- Suspected fracture in A1241 photo studio after faculty fell over boxes
 - ended up being a sprain only after a follow-up with the complainants Dr.
 - boxes were relocated before MOL visit
 - MOL visit produced orders for better storage options that did not interfere with electrical panels, breaker panels to be blocked off from general access, and a damaged breaker switch to be replaced.

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- Orders were actioned.
 - Breaker replaced
 - Panels disconnected
 - Order for fencing around panels approved and pending install for March 2nd

3.4 I-Pad tablet Form

The Manager of Occupational Health and Safety was unable to contact Colleen to discuss the faculty concerns with form and would like to discuss further with Colleen from Facilities Management, who designed it. **No updates.**

3.5 Daycare Security

The Manager of Occupational Health and Safety confirmed that cameras were installed at the daycare facility.

3.6 Smoking on Campus

This remains an issue throughout the campus. Various problem areas. Security should be called to deal with, they will respond but are not actively pursuing. JOHSC to write a memo to ACET regarding concerns.

4.0 New Business

4.1 Stop Sign

Potential to explore having speed bumps installed. Jamie will research in the spring.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled in G Building boardroom on:

CO-CHAIR SIGNATURE: _____ **DATE:** _____

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