

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of February Meeting – March 11th, 2026

In Attendance:

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

Regrets:

Haneen Elshaer (Resource)	OHS/Recorder	Safety Officer, Occupational Health and Safety
Pam Auchterlonie	Management Rep.	Manager, Operational Compliance, Facilities

1. Approval of the Agenda

The agenda was approved by Jamie Hopkins.

2. Approval of Draft Minutes of January 28th, 2026

The minutes were approved by Jamie Hopkins & Shelley Robertson.

3.0 Business Arising

3.1 Training

- Debrief on Fire Extinguisher training
- Discussed upcoming First Aid/CPR training
- WHMIS and OHS Awareness to launch through Algonquin soon
 - Review of first draft on Friday, March 13th

Action: N/A

3.2 Regular Discussion of Inspection Reports

Waiting on communication from Haneen regarding inspection documents.

Action: N/A

3.3 Accident/Incident Reports

No actionable incidents to report in February. Most incidents involved students and needle stick injuries. One slip/fall without injury on a walkway outside, facilities rectified immediately.

3.4 Smoking on Campus.

No updates. Security continues to monitor regularly.

3.5 MOL Orders

Cage was installed around breaker panels in A1241. MOL concluded the order is actioned, accepted, and closed.

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4.1 Stop Sign

Jamie advised they are currently tendering for paving in the summer and have included the addition of a raised crosswalk around lot 5 (similar to one by buildings N+K) where a previous concern was noted with a staff member. Mike to notify fire marshals once installation is confirmed for late summer.

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

CO-CHAIR SIGNATURE: _____ DATE: _____

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