

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of March Meeting – April 1st, 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
Jamie Hopkins	Management Rep.	Associate Director, Facilities Operations
Derek Symes	Worker Rep.	Maintenance Mechanic, Technical Services
Mariella Di Bello	Worker Rep.	Instructor, School of Hospitality & Tourism
Christine Kelsey	Union Rep.	

Regrets:

Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Service
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Shelley Robertson	Worker Rep.	Professor, Nursing Faculty
Haneen Elshaer (Mat Leave)	OHS/Recorder	Safety Officer, Occupational Health and Safety

1. Approval of the Agenda

The agenda was approved by Derek Symes & Mariella Di Bello

2. Approval of Draft Minutes of April 1st, 2026

The minutes were approved by Derek Symes

3.0 Business Arising

Power Outage on March 17th

3.1 Training

- OHS Awareness has been distributed to JOHSC committee members to pilot and provide feedback, Nicole is actively working on having it completed so we can launch. Date TBD.
- WHMIS first draft was received and sent back with edits, expecting the rough draft to be available by the end of next week. Date TBD.
- JOHSC members require recertification, will touch base sometime this month to coordinate.
- 2026 goal is to move away from YOW entirely and provide all training through Algonquin

Action: N/A

3.2 Regular Discussion of Inspection Reports

Pulse survey sent to JOHSC members to gauge any concerns or suggestions regarding inspections. No concerns or issues to date.

Action: N/A

3.3 Accident/Incident Reports

A staff member injured his wrist on March 30th. Dr does not believe it is broken however FAF form was completed and worker was put on limited duties and given 2 days off to rest and recover while accommodation is sorted. WSIB claim was approved.

3.4 Smoking on Campus.

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No updates. Security continues to monitor and enforce regularly.

4.1 The generator was serviced by the current contractor in January. Jamie and his team are currently seeking a second opinion on the happenings of March 17th while actively considering a new company to take over the maintenance and servicing of the generators. Workers are concerned there is no emergency plan in place, Pam and Jacob are actively working on a plan that will include concerns from staff that was voiced in the March 18th meeting such as muster points, spill kits and spill kit training, as well as modifications to generator rooms that will allow workers to visually assess a situation before entering the room.

4.2 Christine Kelsey from the Union is pursuing another union member to join the JOHSC and will be in touch with Mike in the near future with more information.

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

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

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