

# Woodroffe Joint Occupational Health & Safety Committee

## Draft Minutes of March Meeting – April 29<sup>th</sup>, 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
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Service

### Regrets:

Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Mariella Di Bello (annual leave)	Worker Rep.	Instructor, School of Hospitality & Tourism
Shelley Robertson (annual leave)	Worker Rep.	Professor, Nursing Faculty
Haneen Elshaer (Mat Leave)	OHS/Recorder	Safety Officer, Occupational Health and Safety

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### 1. Approval of the Agenda

The agenda was approved by Jamie H and Pam A.

### 2. Approval of Draft Minutes of April 29<sup>th</sup> 2026

The minutes were approved by Derek Symes

### 3.0 Business Arising

N/A

### 3.1 Training

- CSA Z462 completed April 28 with Facilities (second session May 7<sup>th</sup>)
- Electrical Safety Program update in progress
- WHMIS and OHS headed to COL, student side TBD.
- Emergency procedures training – limited resources currently but pushing for it to be mandatory, platform already in place.

### 3.2 Regular Discussion of Inspection Reports

- No inspections recorder since March 18<sup>th</sup>
- Landyn and Don will begin in May doing faculty inspections.
- Lost access to recording form, recently met with Haneen and obtained a copy to create a new one. Will resume tracking/recording with upcoming inspections.

### 3.3 Accident/Incident Reports

- Mostly still needle stick/struck against (students)
- Worker was assaulted, no incident report filed (security report filed)
- Safety Pulse Survey identified our need to enhance communication surrounding incident reporting, QR codes will be placed across the campus, OHS presence will be increased with signage, newsletters, memos.

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### 3.4 Stop Sign

→ Raised crosswalk to be installed per previous discussions

### 3.5 Power Outage – Generator

→ Most exposed workers have filed incident reports, they are still open.

→ Jacob is working on an SOP for future situations like this

→ Follow up with Union Rep (Christine)

→ No further complaints or health issues reported to date

### 3.6 New Business

→ Fire prevention came in during dance recitals on the weekend

→ Theater was way above capacity.

→ **Action:** Mike working with the SA to address

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

CO-CHAIR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-CHAIR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_