

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of March Meeting – May 27th, 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
Landyn Blais	Faculty Rep	*Interim for Shelley Robertson*
Donald Moen	Faculty Rep	*Interim for Mariella Di Bello
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

Regrets:

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

1. Approval of the Agenda

The agenda was approved by Pam A.

2. Approval of Draft Minutes of April 29th, 2026

The minutes were approved by Jamie H.

3.0 Business Arising

N/A from previous meeting.

3.1 Training

- WHMIS and OHS Awareness training done, waiting to launch. Nicole is working on SCORM packages, eta tbd (pending verification of YOW units remaining) The goal is to move away from using YOW by Sept.
- First Aid + CPR for security done recently.
- Looking @ October for First Aid+CPR open invite for all staff, awaiting budget confirmation.

3.2 Regular Discussion of Inspection Reports

- Inspections resumed by faculty May 13th, Allisha obtained the missing spreadsheet from Haneen and will resume entry into Archibus and monthly JOHSC emails.
- No major issues reported during recent inspections, mostly housekeeping observations.

3.3 Accident/Incident Reports

No major reports. One staff member awaiting ergonomic assessment for MSD. One student waiting confirmation of Covid+.

3.4 Raised Crosswalk J Bldg/Lot 17.

Still in design phase.

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3.5 Power Outage – Generator

Still considering replacement options. Can be removed from future meetings for now.

3.6 SA Theater – Dance Competitions

Fire department noted SA theater is over capacity during weekend dance competitions. Control over this is the responsibility of SA and they will handle any associated fine per Mike B.

4.0 New Business:

4.1 K to M Crosswalk

Complaint from K building that when in transit with children, people are speeding over the raised crosswalk. Will be installing solar powered flashing lights to further bring awareness to pedestrian crossing. ETA: TBD.

4.2 Ottawa Food Drive

June 6th, Ottawa Food Drive will be held in Lot 7, also utilizing Lot 15/16/17 – be aware for parking. Risk Management and OHS will be on site for the duration of the event.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled in G Building boardroom: **Meetings will be resuming September 2026.**

CO-CHAIR SIGNATURE: _____ DATE: _____

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