

Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of September Meeting – September 30th 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
Landyn Blais	Faculty Rep	Professor, Nursing Studies
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety
Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Service
Shelley Robertson	Faculty Rep.	Professor, Nursing Studies
Daniel Beaulieu	Worker Rep.	Sr. ITS Case Resolution Specialist, Client Care
Christopher Boyce	Guest	Operations Supervisor, Facilities

Regrets:

Ahmed Elbadri	Worker Rep.	Student Success Specialist, Student Support
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1. Approval of the Agenda

The agenda was approved by Shelley R.

2. Approval of Draft Minutes of May 27th, 2026

The minutes were approved by Shelley R.

3.0 Business Arising from Previous Notes

No previous business to discuss.

3.1 Training

- ➔ Online emergency preparedness training available, proposed to become mandatory in the future
- ➔ CPR/First Aid to be planned for reading week (TBD)
- ➔ Fire Extinguisher Training – 3 upcoming sessions (Oct 26, Nov 18, Dec 9)
- ➔ JOHSC Certification to be arranged in coming months for members requiring cert/recert.

3.2 Regular Discussion of Inspection Reports

- ➔ Memo regarding Hazard Alert Cards was put out last week. Cards can be left in spaces where hazards are easily resolved by whomever occupies the space (blocked exits, housekeeping, daisy-chaining, etc). Leave a note in the inspection form. Spreadsheet will have a separate tab to track cards for follow-up during future inspections.

3.3 Accident/Incident Reports

- ➔ Biolab – finalizing investigation, will update once complete.

3.4 Raised Crosswalk J Bldg/Lot 17.

Jamie to check on status.

3.5 Power Outage – Generator

Replacement generator is in design phase. Site visit scheduled for next week.

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3.6 SA Theater – Dance Competitions

Dance competitions were over capacity on a regular basis. The SA was advised to deal with it before the fire department issues tickets. Ken has confirmed they have adjusted the hosting of these events. OFS is aware the SA is responsible, not the College.

3.7 K to M Crosswalk

Lights have been installed, no further issues have been reported to date.

3.8 Ottawa Food Drive

Successful event, no issues to report. Smaller turnout than anticipated due to rescheduling but good support from and for the community.

4.0 New Business:

4.1 Mulch Fires

Disposing of cigarette butts in planters and gardens. ACCE & H building have experienced fires over the last couple of weeks. Replacing mulch with river stone which unfortunately eliminates foliage/plants. Designated smoking areas/shelters would be preferred.

4.2 Service Animals

Service animals are permitted and assessed by Risk Management (and other applicable departments/authorities) on a case-by-case basis. In the event of an animal impeding the comfort of employees, faculty, visitors, and other students, all parties must be accommodated otherwise it becomes a Human Rights issue/violation.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled via Teams for: Wednesday, October 28th, 2026 @ 1pm.

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

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