Woodroffe Joint Occupational Health & Safety Committee

Draft Minutes of October Meeting – November 4th, 2026

In Attendance:

Roch Lafond (Co-Chair)	Management Rep.	Parking, Lockers, Coin-Ops, and Card Service
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 Faculty
Ahmed Elbadri	Worker Rep.	Student Success Specialist
Daniel Beaulieu	Worker Rep.	Sr. ITS Specialist

Regrets:

Shelley Robertson	Faculty Rep.	Professor, Nursing Faculty
Dominique Germain	Management Rep.	Academic Chair, Police & Public Safety

1. **Approval of the Agenda:**
   The agenda for this meeting was approved by:
   Dan Beaulieu

2. **Approval of Draft Minutes from September 30th, 2026:**
   The draft minutes from the most recent previous meeting were approved by:
   Dan Beaulieu

3. **Business Arising**

   3.1 **Standing Item: Training**
   - Fire extinguisher training on Oct 28th was a success, upcoming sessions Nov 18th and Dec 9th.
   - WHMIS and OHS Awareness for employees has migrated and is live. Students are still using YOW. Pending new hire in P&T to bring other modules. JOHSC Training/Recert TBD – Dan is grandfathered in, Ahmed completed his in summer 2026.

   3.2 **Standing Item: Inspection Reports**
   - No major issues to report for inspections, mostly unsecured ladders.
   - Mamidosewin Center noted ventilation system is not working during recent inspection, communicated to JOHSC that it was recorded a year ago and has not been resolved appropriately, FM stated the ventilation button needs to be pressed and held for 3 seconds to activate. Ahmed confirmed he relayed the information to MC.

   3.3 **Standing Item: Accident/Incident Reports**
   - No major issues to report, no lost time.
   - Reminder to report <u>everything</u> even if it seems minor in the moment, it can progress into something major in the future.

3.4 Stop Sign

- Mike to contact fire services regarding raised crosswalk at lot 17 to J because the stop sign is being ignored

3.5 Power Outage – Generator Removal

- New generator is in design, rental backup covers A, B, C. No need to discuss going forward, will remove for next meeting.

3.6 Mulch Fires

- Utilizing stone/gravel in high-traffic smoking areas. No need to discuss going forward, will remove for next meeting.

3.7 P121 Flooring

- Double doors that lead to outside have eroding flooring. PO in progress, $20k to install new doors, PO is in progress. Murray installed sweeps around the area to mitigate in the meantime.

4. New Business

4.1 Clarification of Inspection Areas

- JOHSC does **not** need to inspect SA areas, they have their own inspection process, College is not liable for SA areas, so we do not need to inspect. Same goes for Chartwell owned areas, Pro Physio owned areas, etc. OHS approves inspecting these areas for college-owned rooms/closets within these areas (chemical closets, IT rooms, etc). Recommend having Mike give a heads up to avoid backlash.

4.2 C Building, 4th Floor Air Testing Summary

- Concerns were raised by HR regarding a series of deaths & cancer diagnoses over several years in their department.
- CM3 came to campus and conducted air sampling over several days; asbestos, CO2, VOCs, mold, Carbon Monoxide, etc.
- No identification of elevated levels of the measured contaminants.
- Will forward report to JOHSC

4.3 Bring Your Kid to Work Day

- A child entered welding room and participated in welding activities while touring the college with an admin; the parent was unaware this would take place and would not have given their permission. Faculty has, in the past, organized activities for this day. We need more information to determine if this was carried out properly.

4.4 **Winter Carpets in E Building**

- Carpets have been repaired in the past however it seems to be temporary fixes. The carpets are lifting/curling where the pieces meet, the rubber is separating and poses significant tripping hazards in a high-traffic area.
- Patricia has been speaking with Rafael (GDI) regarding replacement of the carpets; she will escalate if there is no resolution soon.

The next Woodroffe Joint Occupational Health and Safety meeting is scheduled in G Building boardroom or through Teams on: November 25th, 2026

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

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