



USMC Joint Health and Safety Committee Minutes

Meeting: #2013-2014-4	Date: April 22, 2014
Location: Founders Boardroom	Time: 12:00 p.m. to 1:00 pm

Attendees:	
Suzanne Ramnauth, Co-Chair	Richard Carter
Gang He	Doug Rothschild
Barb Power	
Regrets:	
Tracy Greig	Steve Koshchuk, Co-Chair
Dan Brielmaier	Sabrina Coccagna
Invited Guest(s):	

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

Item #	Action	Performed By	When
1.0	<p><u>Approval of the Minutes of February 21, 2014</u></p> <p>On a motion by R. Carter and seconded by D. Rothschild, the Minutes of February 21, 2014 were approved.</p> <p><u>Business Arising, not covered in other agenda items</u></p> <p>There was no business to report.</p>		

Item #	Action	Performed By	When
2.0	<p><u>First Aid Training - Update</u></p> <p>S. Ramnauth confirmed that all First Aid certificates have been sent out. It is the responsibility of the first aid provider to post their certificate close to the first aid box they are assigned to.</p> <p>The location list of first aid kits and first aid providers was handed out. This will be posted on the JHSC board as well as the USMC website.</p>		
3.0	<p><u>Building Inspection - Update</u></p> <p>All 2012-2013 workplace inspections have been completed and handed in. S. Ramnauth will review the reports with T. Greig and have the Bursar sign-off.</p> <p>S. Ramnauth reminded members to start their 2013-2014 inspections as soon as conveniently possible.</p>		
4.0	<p><u>Health and Safety Training for Workers & Supervisors</u></p> <p>Following up on a new requirement from the Ministry of Labour for more in-depth training by July 1, 2014, S. Ramnauth reported that she will be holding a meeting for the Facilities team, and any other employees who wish to attend, to do the training via video. Supervisors will be given a booklet to read and students and course instructors will be given binders to read and return.</p>		
5.0	<p><u>AODA Update</u></p> <p>S. Ramnauth reported that a multi-year plan has been drafted which needs to go to the Executive Committee and the Collegium for approval. Once approved it will be posted on the website.</p>		
6.0	<p><u>Facilities Update – H&S Matters</u></p> <p>No updates to discuss.</p>		

Item #	Action	Performed By	When
7.0	<p><u>Confirm Next Meeting</u></p> <p>S. Ramnauth confirmed that the next meeting will take place on Wednesday, May 21, 2014.</p>		
Meeting Start Time: 12:10 pm		Meeting Finish Time: 1:00 pm	

Next Meeting


The next JHSC meeting will be on May 21, 2014 at 12:00 p.m.



Suzanne Ramnauth, Co-Chairperson

(Absent) _____

Steven Koshchuk, Co-Chairperson



Barbara Power, Recording Secretary