



USMC Joint Health and Safety Committee Minutes

Meeting: #2015-2016-1	Date: December 2, 2015
Location: Founders Boardroom	Time: 12:00 p.m. to 1:00 pm

Attendees:	
Suzanne Ramnauth, Co-Chair	Steve Koshchuk, Co-Chair
Barb Power	Doug Rothschild
Dan Brielmaier	Richard Carter
Johnathan Warda	
Regrets:	
Tracy Greig	
Gang He	
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 May 27, 2015</u></p> <p>On a motion by S. Koshchuk and seconded by D. Rothschild, the Minutes of May 27, 2015 were approved.</p> <p><u>Business Arising, not covered in other agenda items</u></p> <p>No other business to report.</p>		
2.0	<p><u>Introduce New Members</u></p>		

Item #	Action	Performed By	When
	S. Ramnauth introduced and welcomed Johnathan Warda to the Committee as a management representative.		
3.0	<p><u>First Aid Kit Responsibilities</u></p> <p>The University's First Aid kits will be inspected twice a year by Kit Care Corporation. It is a regulation of WSIB that kits be inspected quarterly. J. Warda informed the committee that each residence floor also has a first aid kit which is the responsibility of the Don on that floor and that those kits are only checked twice a year. It should be a requirement that the Dons inspect their kits quarterly as required. B. Power will request a list of the kits requirements from Kit Care Corporation. A First Aid responder in each building containing a First Aid kit will be assigned to inspect the kits on a quarterly basis and report any needed supplies to B. Power.</p>	B. Power	
4.0	<p><u>Building Inspection Reports for 2014/15</u></p> <p>It was reported that nearly all inspection reports are complete. Discussion ensued as to how to make this process more efficient. It was suggested that notice be given to department heads notifying them that this is a required process and to allow JHSC reps time off in order to get these completed each year. A schedule will be created in January 2016 and department heads will be notified.</p>		
5.0	<p><u>Student/Public Accident Reporting</u></p> <p>It was decided to keep records of all student and public accident reports in the Accident binder.</p>		
6.0	<p><u>Facilities Update</u></p> <p>It was reported that the Alumni renovations are nearly complete, Odette is online with regard the boilers, general construction is taking place at St. Basil's Church, the new electronic lock system in Brennan is now functional and Sorbara will have air units installed over the Christmas break.</p>		
7.0	<p><u>Confirm Next Meeting</u></p> <p>The next meeting will take place in January 2016, date to be determined.</p>		

Item #	Action	Performed By	When
	Meeting Start Time: 12:15 pm	Meeting Finish Time: 1:16 pm	

Next Meeting

The next JHSC meeting will be held in January 2016, date to be determined.

Suzanne Ramnauth, Co-Chairperson

Steven Koshchuk, Co-Chairperson

Barbara Power, Recording Secretary