

Joint Health and Safety Committee Minutes

Meeting: #2013-2014-2	Date: January 21, 2014
Location: Founders Boardroom	Time: 12:00 p.m. to 1:10 pm

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

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

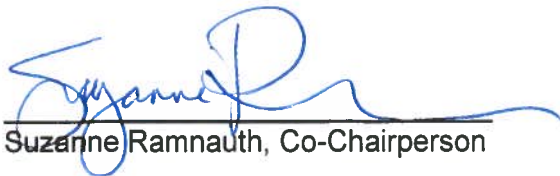
Item #	Action	Performed By	When
1.0	<p><u>Approval of the Minutes of September 25, 2013</u></p> <p>On a motion by S. Coccagna and seconded by D. Rothschild, the Minutes of September 25, 2013 were approved.</p> <p><u>Business Arising, not covered in other agenda items</u></p> <p>The committee welcomed B. Power as a new member of the Joint Health & Safety Committee representing management. B. Power will continue to take minutes of</p>		

Item #	Action	Performed By	When
	the meetings.		
2.0	<p><u>Review of All 2013 inspections</u></p> <p>S. Ramnauth reviewed the status of the 2013 workplace inspection reports. A few inspections for 2012/13 year have not been completed due to the departure of a Committee member last year. These inspections have been reassigned and will be completed as soon as possible. All outstanding workplace inspection reports will be forwarded to the Bursar's office for T. Greig to review before the next H&S meeting.</p> <p>B. Power will forward copies of the 2013/14 inspection sheets to the appropriate members.</p> <p>A question was raised as to the responsibility of completing inspections for PIMS. It was decided that USMC will continue to do PIMS until further notice. S. Ramnauth will discuss with Bursar to determine responsibility.</p> <p>S. Ramnauth reminded staff to complete 2014 inspections throughout the year instead of waiting for the spring/summer.</p> <p>The Health and Safety Act requires that at least two members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified. It was determined that S. Ramnauth and S. Koschuck are both certified. Another member of the committee will be trained in 2014.</p>	<p>All members</p> <p>B. Power</p> <p>S. Ramnauth</p>	
3.0	<p><u>AODA Update</u></p> <p>S. Ramnauth updated the Committee on the university's status of AODA. A Statement of Commitment on AODA compliance has been approved by senior management and will be discussed with the Board at the next meeting. HR and senior managers are currently working on creating a multi-year plan. Policies must be written and approved and training for staff completed by end of April 2014.</p> <p>The Statement of Commitment will be posted on notice boards and the university's website in February 2014.</p>		

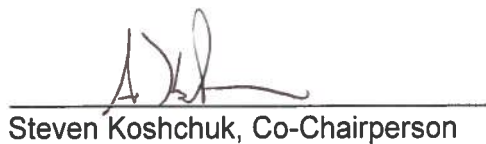
Item #	Action	Performed By	When
4.0	<p><u>New Mandatory H&S Training Regulations</u></p> <p>S. Ramnauth informed the Committee that there is new legislation requiring all supervisors and workers to be trained on health and safety matters before July 1, 2014. This training can be done via a one hour online course from Ministry of Labour. This course is available in different languages. The course materials can be printed out as well for those who do not have computer access.</p> <p>The Joint Health & Safety Committee members will test the training link prior to sending to employees. S. Ramnauth will forward both links (for supervisors and for workers) and members will complete the quiz prior to the next JHSC meeting.</p>	S. Ramnauth	
5.0	<p><u>First Aid Recertification Training</u></p> <p>S. Ramnauth reported that the current first aid certificates will expire in February 2014 and, retraining or recertification is required. HESPRO which was the first aid provider that facilitated the program in the past will not be used as the University was not happy with their past service. St. John's Ambulance and Red Cross will be considered and training dates will be set up for the end of February 2014 or early March 2014.</p>	B. Power	
6.0	<p><u>Facilities Update – H&S Matters</u></p> <p>This item was deferred to the next meeting.</p>		
7.0	<p><u>Confirm Next Meeting</u></p> <p>S. Ramnauth confirmed that the next meeting will take place on Wednesday, February 19th, 2014. After a brief discussion, it was decided that all future meetings will be one hour in length and will begin at 12:00 p.m.</p>		
Meeting Start Time: 12:10 pm		Meeting Finish Time: 1:10 pm	

Next Meeting

The next JHSC meeting will be on February 19, 2014 at 12:00 p.m.



Suzanne Ramnauth, Co-Chairperson



Steven Koshchuk, Co-Chairperson



Barbara Power, Recording Secretary