



USMC Joint Health and Safety Committee Minutes

Meeting: #2014-2015-1	Date: October 22, 2014
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
Richard Carter	Dan Brielmaier
Regrets:	
Tracy Greig	
Gang He	
Invited Guest(s):	

Old Business

Item & Date	Action	Performed By	When
NONE			

New Business

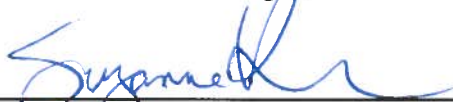
Item #	Action	Performed By	When
1.0	<p><u>Approval of the Minutes of May 21, 2014</u></p> <p>On a motion by D. Rothschild and seconded by S. Koshchuk, the Minutes of May 21, 2014 were approved.</p> <p><u>Business Arising, not covered in other agenda items</u></p> <p>There was no business to report.</p>		

Item #	Action	Performed By	When
2.0	<p><u>Renewal of 2013/14 Building Inspection Reports</u></p> <p>S. Ramnauth reminded the Committee that the 2014/15 inspections run from September to August. The 2013/14 building inspection reports will be forwarded to T. Greig to sign off. T. Greig will report back as to what items need immediate attention.</p> <p>S. Koschuck informed the Committee that a USW employee, Mark Austin, has reached out and offered assistance with any health and safety issues if needed.</p>		
3.0	<p><u>Confirmation of 2014/15 Building Inspection Reports</u></p> <p>The Summary of Workplace Inspections for 2014/15 was handed out to all members. Inspections previously done by S. Coccagna were delegated to other members. A revised summary sheet will be sent to all members noting these changes along with updated building inspection forms.</p>	B. Power	
4.0	<p><u>Update on Safety Improvement Partnership Program</u></p> <p>S. Ramnauth noted that the Safety Improvement Partnership Program met in September. The Ministry of Labour is currently doing a blitz focusing on trips and falls and employees working at heights. It was confirmed that USMC has processes and policies regarding working at heights and relating to slips and falls in the workplace.</p>		
5.0	<p><u>Facilities Update – H&S Matters</u></p> <p>D. Rothschild informed the Committee that Facilities have conducted fire drills in all buildings to ensure proper evacuation processes are in place. No issues came up during the drills and the process ran smoothly. Fire drills will be conducted yearly.</p> <p>S. Ramnauth indicated that the University now has three defibrillators. She will locate and register them. It was suggested that at least one be placed in the Kelly Library.</p> <p>Heating is now turned on in the buildings. Brennan will be given electronic locks which will require the use of access cards.</p>		


Item #	Action	Performed By	When
6.0	<p><u>Health & Safety Training Update</u></p> <p>The mandatory 4-Step and 5-Step training is now complete across the University. New hires are required to do the training as part of their orientation process.</p>		
7.0	<p><u>Confirm Next Meeting</u></p> <p>S. Ramnauth confirmed that the next meeting will take place on November 19, 2014.</p>		
Meeting Start Time: 12:18 pm		Meeting Finish Time: 1:03 pm	

Next Meeting

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



 Suzanne Ramnauth, Co-Chairperson



 Steven Koshchuk, Co-Chairperson



 Barbara Power, Recording Secretary