



Robie Street

Minutes for Joint Occupational Health and Safety meeting held on September 17, 2024

Adam Sarty opened the meeting at 1:00 p.m. The following were in attendance:

Arla Day	Psychology	Member (Employee)
Adam J Sarty	FGSR	Member (Employee)
Mark Moffett	People and Culture	Member (Employer)
Shellie Petrossie	Facilities Management	Alternate (Employee)



Risk Management regarding international travel and international field schools

Adam Sarty



Contractor Documentation

Valerie Wadman

A number of safety plans were distributed for review.

Item carried over from October meeting Discussion followed on concerns related to contractors Program. After discussion, it was agreed that changes are needed to the procurement process to ensure minimum requirements of the University OHS Program. Adam Sarty volunteered to have a look at this.

Action: Adam Sarty to update at the October , 2024 meeting.

Pandemic Updates

Mark Moffett

No new updates.

Psychologically Healthy Workplace

Arla Day

Arla Day advised that she is creating a workshop series and will keep the committee updated on speakers.

Indoor Air Quality Updates

Dennis Gillis

Dennis Gillis advised that the chiller that controlled air conditioning in Science, the Atrium and the Library failed over the summer months. They had difficulty finding a replacement piece for the broken part, but the part has now been sourced.

From June minutes: Valerie Wadman advised that Leanne Lucas, Safety Advisor, Science Activities, is still investigating the cause of the green discolouration on taps in S211.

Action: Valerie Wadman will update the committee at the October, 2024 meeting.

4.0 Injury and Incident Reports



Calendar

Action Item	Person(s) Responsible	Target Date	Actions
NAOSH Week	Committee	February/March	Plan inhouse speaker
Memo to Distribution Group re heat stress guidelines	Committee/ Valerie Wadman	May	Review at May JOHSC meeting. Place announcement in SMUport in June referring employees to OH&S website.
Review of Terms of Reference/ Membership Terms Select JOHSC co-chairs	Committee	May/June	Review Terms of Reference Documents and Committee membership.
Occupational Health and Safety booklet	Valerie Wadman	August	Send to CAID for new Faculty orientation day in August. Send to Cont. Ed for instructors. Email to Deans and assistants in August an electronic copy. Email to TLC.
Fire Drills/Fire Warden	Dennis Gillis	October	Fire Drills and Warden updates. Review compliance regarding fire alarms.
WHMIS training Review	Committee	October	Review WHMIS Training annually. (Report to JOHSC when completed or if issues arise)
Workplace Inspections	Valerie Wadman on behalf of the JOHSC	October	Forward in October of each year
Annual Review of the OH&S Policy	Committee	October	Review the policy at October JOHSC meeting.
CURIE Inspections	Risk Manager	October	Risk manager to share CURIE inspection reports
Emergency Management	Dennis Gillis	November	Review procedures.