



Facilities Management Boardroom

Minutes of Facilities Management/Administration Occupational Health and Safety Sub-committee meeting held on January 26, 2017.

Meeting opened at 10:35AM in McNally South 025 (Facilities Management boardroom). The following were in attendance:

**Management**

Tom Strapps  
Roberta Graham  
Kati Kilfoil  
Tim Gill  
Derrick Colburn

**Employee**

Bob Mosher  
Heather Mombourquette  
LoffieAnn Downey

**Ex-officio**

Valerie Wadman

**Regrets:** Jane Collins

**Roll Call:** LoffieAnn Downey recorded the names in attendance

**1.0 Approval of Minutes of Last Meeting**

Minutes of the November 24, 2016 meeting approved, with amendments.

**2.0 Outstanding Items from Previous Meeting**

- **November Calendar Items**
  - Staff Training

Correction: Valerie noted, committee members must check within their individual departments to see if there are any gaps in training.

**Action:** No further action required

- Annual Fire Drill report

Update: Tom reported that the system has been retested and is now working.

**Action:** No further action required

- **Coke Machine-MSDS**

Valerie has received the MSDS from Matt Robinson and passed along to Tom, as well.

**Action:** No further action required

### **3.0 Review of information from JOHSC and Monthly Updates**

- **JOHSC Committee Documentation**

**Valerie Wadman**

Reviewed December 2016 minutes. Valerie advised the FM/Admin OHS Sub-committee that the JOHSC agreed the sub-committee be renamed “Administrative Units Safety Sub-Committee”.

**Action:** Valerie to update the Terms of Reference to reflect the change. Official name change will be noted on the March 2017 sub-committee minutes and agenda.

- **Violence In The Workplace**

N/A

### **4.0 Injury and Incident Reports**

Reviewed November and December 2016 reports.

### **5.0 Workplace Inspection/Hazard Identification**

N/A

### **6.0 New Business**

- **January Calendar Item**
- Safe Work Practice – review requirements

Committee members will check with their individual departments and bring any updates to the next meeting. Valerie and Roberta will meet regarding custodial practices. Tom has updated the Zambonie Operation, SWP document.

**Action:** Review at February meeting

- **Leaking in ME007**

Tim Gill reported regular leaking in this room near an electrical box; there may possibly be mold. Tim will forward pictures to Facilities Management.

**Action:** Tom Strapps will look into this.

### **7.0 Date and Time of Next Meeting**

The 2016 FM/Administration OHS Sub-committee meetings will take place on the second or third Thursday of each month, at 10:30 a.m., in the Facilities Management Boardroom, as follows:

March 24, 2017	April 27, 2017	May 25, 2017	June 22, 2017
September 28, 2017	October 26, 2017	November 23, 2017	December 21, 2017

## **8.0 Adjournment**

The meeting was adjourned at 10:55 a.m.

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Committee Chair

## Calendar

<b>Review Month</b>	<b>Agenda Item</b>	<b>Action</b>
January	Safe Work Practices	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March	Annual Report	Discuss Committee Feedback
April	Hazard ID	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training
December		