



**Minutes Facilities Management/ Administration Occupational Health and Safety Subcommittee Meeting held on May 19, 2016.**

**Roberta Graham opened the meeting at 10:30 a.m. in the Facilities Management Boardroom. The following were in attendance**

**Management**

Roberta Graham  
Kim Fleet  
Derrick Colburn  
Dave Crawford

**Employee**

Mallory Borden  
Bob Mosher  
Heather Mombourquette

**Ex-officio**

Valerie Wadman

**Guests:**

**Regrets:** Tom Strapps, LoffieAnn Downey, Security, Boiler Operator, Jane Collins

**Roll Call:**

**1.0 Approval of Minutes of Last Meeting**

Dave Crawford moved to accept the minutes of the March 17, 2016 meeting.

**2.0 Outstanding Items from Previous Meeting**

**Driving Through Parking Lot**

Valerie Wadman advise that it would be better to leave this item till September when a new manager starts work with the department involved.

**Action: No action required till September.**

**February Calendar Items**

- NAOSH Week - Discuss events

**Action:** Bob Mosher talked about the day of mourning. Valerie Wadman talked about the NAOSH symposium, and advised that one of the speakers from the symposium would likely be coming to give a presentation on campus on sun safety. Valerie Wadman also talked about the programs held on campus during the NAOSH week.

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

- **JOHSC Committee Documentation**

**Valerie Wadman**

Valerie Wadman gave update of the April JOHSC minutes. Discussion followed on an update on Valerie's discussion with Matt Robinson Residence smoking at night. The tobacco free posters are going to be around campus and in the July edition of the student health magazine. Gary has met with security and discussed expectations concerning tobacco on campus.

**Action: No further action required.**

- **Violence In The Workplace**

Work is still progressing on the Violence in the Workplace Prevention Plan.

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

The April, 2016 incident report and graph were posted for review.

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

**Valerie Wadman**

Valerie Wadman advised that the annual inspection forms have been sent out, and should be sent back to Tom Strapps.

#### **April Calendar Item:**

#### **Hazard Assessment:**

Committee members are to advise if any hazard assessments are needed for their area. Roberta Graham noted that all Custodial safe work practices are being reviewed. Valerie Wadman advised that she has not received any additional feedback from the committee.

**Action: No further action required.**

### **6.0 New Business**

No New Business

### **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:

June 16, 2016            September 15, 2016            October 20, 2016  
November 17, 2016    December 15, 2016

**8.0    Adjournment**

The meeting was adjourned at 11:10 a.m.

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Committee Chair