

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
E. Reports	<p>1. WSH Program Report (Kevin S)</p> <ul style="list-style-type: none"> A cabinet (with residual naphthalene crystals) was moved without proper decontamination. One serious incident where a student inhaled HCl vapors and had to go to the hospital. Student did not follow procedures. Six biohazardous waste bags were potentially disposed of with regular waste. Biohazardous waste bags are labelled, and anyone entering the lab should be trained, and cleaning staff should have appropriate training on how to handle waste bags. <p>Action Items: Review training procedures between sub committees where waste disposal biohazardous material is concerned.</p> <p>2. Incident Report (Kevin S) Reported incidents last quarter: 72.</p> <ul style="list-style-type: none"> Serious Incidents- 1 Medical Response- 2 Fire events- 5 Sharps- 55 General Incidents- 4 <p>3. Fire Report - Verbal (Kevin S)</p> <ul style="list-style-type: none"> 5 events last quarter. <p>4. Building Inspection Report (Kevin Smith)</p> <ul style="list-style-type: none"> 12 General Area Inspections last quarter. Some sub committees are performing their own inspections. 89 AED inspections completed to date over 3 months. 18 issues identified. Electrodes on some of them have expired. Dealing with supplier issue. Dec 9th we should receive those supplies and will get those addressed. 3 refusals of dangerous work that came to HR. 1 was deemed not dangerous, a arrangement was made with the staff member, the manager and HR. 2 were due to psychological health. Interim measures were put in place. An officer was called to get a 2nd opinion, and to ensure we had correctly enforced duty to act and we had. Mental Health First Aid training on hold due to vacancy management. Inga noted that she has a former employee who is trained in MHFA and can do the training for us. <p>A security sub committee has been formed due to the increased desire to have security due to ongoing security issues. The first meeting will be held in January. If you are finding an issue, please report the issue. If there are no issues, its difficult to track. Perception vs. Reality. Security is asking to report incidents. Identify to where problem areas are and help deal with them.</p>	<p>Kevin gave a Campus Optics Power Point Presentation. Please see attached PP for detailed updates.</p> <p>Suggestion to have posters up in multiple languages so someone can read and be aware of the hazards.</p>	

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(X) Print name of Employer Co-Chair Carrie Homeniuk () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

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	HR is developing new orientation tools for managers and new employees. These should be rolled out in early Spring. (Request to include Deans and Chairs) and in this package, there will be material that relates to Workplace Safety and Health and responsibilities as managers and conflict management.		
F. Subcommittee Reports	1. Biosafety Committee Report (Tabitha Wood) 2. Science Lab Safety Committee Report (Tabitha Wood)	Committees met last quarter. please refer to reports for updates.	
G. New Business	1. WSH Policies (Carrie) Following our Safety Audit, we needed to create policies and procedures for the WSH program. Some policies were out of date, and some did not exist. There will be a package sent out to the committee members with 6 new policies for your review and feedback, before it goes to senate for approval. Please respond before end of January. 5 more policies will be coming for the March meeting. Hope is to have a consultation at the March WSH meeting. 2. TOR Review (Carrie) Natasha and Carrie have been reviewing the TOR for the committee. The TOR needs to be reviewed every 3 years and the last time the TOR was reviewed was 2021. We must also have an election. The terms are 2 years for members, and some members have been on the committee longer, and the goal is to have a election for the worker/co-chair at the next meeting.		
H. Next Meeting	Approval of Meeting Dates for 2025: March 14, 2025 June 11, 2025 September 12, 2025 December 12, 2025	Motion by: Jillian Seconded by: Craig	
I. Adjournment	Moved to adjourn at 12:06 p.m.		Approved

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