

**Date & Time:** April 25, 2024 - 2:00 pm - 3:30 pm

**Location:** Y324 and Google Meet

Arleen Gallo	AVP, Human Resources (Employer Co-chair)	<input checked="" type="checkbox"/>
Shane Steininger	MRSA Representative	<input checked="" type="checkbox"/>
Cheryl Kean	Exempt Representative	<input checked="" type="checkbox"/>
Crystal Koch	VP, MRSA Representative	<input checked="" type="checkbox"/>
Curtis Lang	Manager, Financial Reporting & Accounting Ops	<input checked="" type="checkbox"/>
Joe Frazao	MRSA Representative	<input type="checkbox"/>
Maureen Evans	Director of Planning and Operations, Students Division	<input checked="" type="checkbox"/>
Kelly Sundberg	MRFA Representative (Employee Co-chair)	<input checked="" type="checkbox"/>
Robert Siklodi	Manager, EH&S	<input checked="" type="checkbox"/>
Scharie Tavcer	MRFA Representative	<input checked="" type="checkbox"/>
<i>Guests to JOHSC: No guest speaker for this meeting.</i>		

## Meeting Minutes

Items & Topics	
1	<p><b>1. Approvals</b></p> <p><a href="#">February 27, 2024 minutes</a></p>
Action Items:	
2	<p><b>Previous Business</b></p> <p><b>2.1 AED Training</b></p> <ul style="list-style-type: none"> <li>• Training is covered during First Aid classes.</li> <li>• Additional AED training for Emergency Wardens can be found <a href="#">here</a>.</li> </ul> <p><b>2.2 Resolver</b></p> <ul style="list-style-type: none"> <li>• EHS working with Resolver to implement better user notifications after submitting an incident report.</li> </ul> <p><b>2.3 Letter - Chair Assembly</b></p>

- Currently being looked into by Peter (Chief Safety, Risk and Employee Wellness Officer).

**2.4 Upcoming Fire Drill**

- (Update) Will be held on Sep 24, 2024 at 10:00 am.
- Will include a planned evacuation of all Lincoln Park Campus buildings except for Residence.
- Emergency wardens will facilitate a smooth exit of all people to the muster points.
- Concerned stakeholders have been sent this notification and pertaining details.

**2.5 Driving Hazard Assessments:**

- Assessments need to be updated and made live to current standards.
  - This will be for anyone who drives.
  - Rob (Manager, EHS) developing a procedural document.

**Action Items:**

**3 New Business**

**3.1 Asbestos Management**

- A new program will be made available to JOHSC when developed.
  - This will include re-training workers on asbestos management (Building Operations; Science and Tech).
- Abatement in G100 (the ceiling is affected, as well as the outerwall which faces the Centennial Garden courtyard).
- Employee Rights: Remind workers of their right to know about the hazards in their work environment (i.e. asbestos).

**3.2 Hazard Assessment Procedures**

- Developing Safety Advisory Groups (SAGs) for all departments.
- Position hazard assessments [with tasks, hazards and mitigations] are linked to the website.
- New hires should be receiving PHAs for their specific position when they begin employment.
- Implement annual reviews of position hazard assessments.
- Track and maintain records pertaining to training.

**3.3 Snow Removal Process**

- Grounds to provide an update as to how the snow removal process went for winter 23/24.

**3.4 Springbank Campus**

- Who is overseeing this campus?

**3.5 JOHSC Co-Chair**

	<ul style="list-style-type: none"> <li>● Review current Terms of Reference.             <ul style="list-style-type: none"> <li>○ Rotation of Co-Chair role after June 11 meeting.</li> </ul> </li> </ul> <p><b>3.6 JOHSC recommendation reporting system (support centralized approach): training, reporting, requirements and compliance.</b></p> <p><b>3.7 New items to bring forward</b></p> <ul style="list-style-type: none"> <li>● <b>Health and Safety Campaigns</b> <ul style="list-style-type: none"> <li>○ Develop EHS marketing campaigns (in collaboration with MarCom) and deliver to the larger MRU community.</li> </ul> </li> <li>● <b>Incident Management</b> <ul style="list-style-type: none"> <li>○ I.E. Science and Tech:                 <ul style="list-style-type: none"> <li>■ Multiple PPE infractions.</li> <li>■ Chemical inventory, waste management, spill response.</li> <li>■ Student injuries - informing students what steps to take after an incident takes place.</li> </ul> </li> </ul> </li> <li>● <b>EHS Incidents</b> <ul style="list-style-type: none"> <li>○ Develop comprehensive lists of incidents to review from the previous quarter.</li> <li>○ Combine violence and harassment metrics with incident reports?</li> <li>○ Develop an analysis of incidents and close calls to be reviewed quarterly.</li> </ul> </li> </ul>
<b>Action Items:</b>	
4	<p><b>Incidents</b></p> <p><b>4.1</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>4.2</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>
<b>Action Items:</b>	