

**Facilities**  
**JOINT HEALTH AND SAFETY COMMITTEE**  
**Agenda of Meeting**  
**Wednesday October 18th, 2023, 1 pm**  
**355 King St. W- Room 231**

**In Attendance:** **Chris, Jared, Ben, John, Viet, Dave, Becky**

**Regrets:** **Jesse, Barb, Jamie**

**Guest:** N/A

**Chaired By:** Chris Bagshaw

**Co-Chair:** **n/a**

**Approved minutes from last meeting:** **YES**

**Approval of Agenda:** **YES**

Discussion Item	
<b>New Business</b>	
1. Refer to “parking lot” of items for updates	<p>Confined space update- pool pit entrance- no procedure for it because it wasn't deemed a confined space</p> <ul style="list-style-type: none"> <li>- Review a procedure for this space</li> </ul>
2. First Aid Kits- locations, who is responsible for them?	<ul style="list-style-type: none"> <li>- not on inspection list</li> <li>-safety officer to consult with DL at Health and Safety to ensure we are in compliance</li> </ul>
3. New Business ?	<p>1. Steam safety, pressure relief valve has been wired shut- Abramsky Hall -CB to investigate</p> <p>2. Cleaning carts- pails of chemicals open, mechanical rooms being filled with custodial storage (toilet paper, sanitizer, garbage bags etc. ) Lack of space vs new employees etc. -follow up with Barb</p> <p>3. Hazard report forms to be posted on safety boards? Discuss with B.W.</p>

	<p>regarding physical copies. Form can currently be found online or through their supervisor/manager</p> <p>4. Update the safety boards – esp. custodial break room ones it is noted they are missing up to date minutes</p> <p>5. J1 Key to access electrical vaults – check it out from fixit – look into an inspection set</p> <p>6. Near miss- not resulting in loss time of work are suggested to be provided to committee for review – if deemed required a “safety bulletin” could be created</p>
<b>Incident Reports</b>	
N/A	
<b>Inspections Completed</b>	
	Chris/Becky to update the checklist of inspections and see what’s left for the year
<b>Next Meeting: ?</b> <b>Wed November 15<sup>th</sup>, 2023 @ 1 pm- Room 231</b>	

**Adjournment**

