

Joint Health and Safety Committee Meeting Minutes

Date: Wednesday August 6th, 2025

Time: 2:30pm

Location: Hybrid - In person (DFM FMC team room) & virtual (Teams)

| Name | Representation | Attend | Regrets | Designation | Certified |
|-------------------|--|------------|------------|-------------------------------|-----------|
| Renee Lupien | Operations and Risk Management Coordinator | x | | Non-Union Management Co-chair | x |
| Danieth Pryce | Community Service Worker | x | | Non-Union Staff Co-chair | |
| Carly Bain | Administrative Assistant | x | | Non-Union staff Secretary | |
| Rhonda Gauthier | Registered Nurse | | x | ONA 67 | x |
| Lynne McQuarrie | Registered Practical Nurse | x | | OPSEU | |
| Beatriz Sugarman | Faculty Support Coordinator | | x | USW 2010 | |
| Florence Kayode | PSAC Occupational Health & Safety Officer | | X | PSAC901 Rep | |
| Han Han | Research Associate | | x | Non-Union staff | |
| Sophy Chan-Nguyen | Research Associate | x | | Non-Union staff | |
| Mary Martin | Research Manager | x | | Management | |
| Vacant | N/A | N/A | N/A | Management | |
| Laura McDiarmid | Associate Director of Education | x | | Management | |

| | Item | Lead | Time | Action or Information |
|----|--|-------|-------|-----------------------|
| 1. | Welcome & Approval of Agenda <ul style="list-style-type: none"> Approved by Laura McDiarmid & second by Danieth Pryce | Chair | 2 min | For Approval |
| 2. | Approval of the Aug 21, 2024, Minutes <ul style="list-style-type: none"> Approved by Lynne McQuarrie & second by Mary Martin | Chair | 2 min | For Approval |
| 3. | Review of Previous Action Items <ul style="list-style-type: none"> Actions from the previous meeting carried over: first aid kit maintenance, replacement of floor tiles, review of ergonomic assessments. Completed actions: blower fan guarding, pre-use inspection sheets, bin storage area (signage & delineation), flammable storage cabinet Actions still under review or have been initiated but still in progress of completion: work orders for stairs, housekeeping improvements, locker room ventilation, and the eye washing station. | All | 5 min | Discussion |
| 4. | Inspections – schedule and leads <ul style="list-style-type: none"> Monthly inspections were completed with common findings of, minor trip hazards, cluttered workspaces with concerns of storage of materials and damaged extension cords, obstructed emergency equipment, need for improved signage in areas, and spill containment concerns. Outstanding hazards identified and reported and are being addressed. Reminder that inspection reports must be submitted on time and signed off. | All | 2 min | For Approval |
| 5. | Safety and bulletin boards <ul style="list-style-type: none"> Up to date, required postings are visible (emergency contacts, WSIB forms, health and safety committee minutes) Suggestion to add QR codes for easier access to digital documents. | All | 5 min | Discussion |
| 6. | Incident reports <ul style="list-style-type: none"> 2 minor first aid incidents reported (cut finger and a slip with no lost time). Both were investigated and recommendations for the reinforcement of safe handling practices and monitoring floor conditions to ensure proper signage is posted were made. | Chair | 5 min | Action |
| 7. | Other <ul style="list-style-type: none"> Budget requested for additional PPE supplies. Request for better lighting in the parking area Mental health resource reminder was shared Ergonomic assessments to be conducted for new staff First aid training renewals Fire drills scheduled for next quarter Pets in clinic (policy needs to be made up) Response timelines for health & safety issues (based on issue type). Delays in this due to short staffing. | ALL | | Discussion |
| 8. | Next meeting <ul style="list-style-type: none"> October 1st at 2:30pm | Chair | | |

