

**ATHLETICS & RECREATION
JOINT HEALTH AND SAFETY COMMITTEE
MEETING MINUTES**

Thursday Nov 18th, 2021 at 11am

Teams

In Attendance: Kristen Fontaine, Chris Scovill, Tyler Deir, Duane Parliament, Ryan Bennett, Larissa Mankis, Gareth Cunningham, & Kirsty Milne

1) Acceptance of agenda

- Accepted by Kristen Fontaine
- Accepted by Chris Scovill

2) Acceptance of minutes of last meeting: Oct 21st, 2021

- Accepted by Larissa Mankis
- Accepted by Duane Parliament

3) Business Arising from previous minutes

- No business arising

4) Monthly Incident reports

- No incident reports related to staff
- Critical incident with member reported

5) Building Inspection Update

- New process established to review AEDs and fire extinguishers in the building.
- Checklist is now reviewed and completed for every check. Kept as written proof for the check.
- Will add accessory pack to the check list to review that all parts are included

6) New Business:

a. Indoor Facility update – Duane

- Revised entry and protocol have been working well
- As of Nov 26th – no staff member at gate for student card assistance
- Back to old system that if you forget student card, you get a strike.
- Community spread in KFL&A - we may see enhanced measures brought in, however not sure what this would look like.
- Plan to reset ARC to normal set up - cardio machines etc. Move will happen over December holidays
- Use of Fans - will continue to be offline. Will take to Environment Health and Safety to review when appropriate

b. Outdoor Facility update – Tyler

- Capacity changes - everything has gone well with home and visiting teams

c. Covid/H&S protocols for USports Rugby - Duane
- Any updates or changes for Men's Rugby

- No changes required for Men's tournament. Will operate how the Women's tournament ran. Ryan received no feedback

d. PPE & Cleaning equipment – Duane

- Student lounges coming online, therefore wipes and sanitizer to be brought to the rooms

Proposed First Aid Action Plan:

- Incident with a member happened 2 weeks ago
- Learned that we need a plan in place of how staff are to be involved in the situation and what follow up is required. Ex. Crowd control. As a solution, created ARC First Aid Action Plan to act as a reference document for all staff.
- Committee reviewed plan and shared feedback with Kristen to be included in plan
- Final draft of Action Plan to go to SMT and Central for review and approval

- Discussed First Aid Training for all Full time staff as a requirement and emergency accident planning
- Discussed that AED locations to be included in new staff tours/ training

Next Meeting will be Thursday December 9th, 2021, at 11am on Teams.

Signed by Co-Chairs - Tyler Deir and Duane Parliament