

Present: C. Lamers, M. Dorval, R. Sitariski, J. Kantola, H. Sheppard, T. Post, J. Pohjolainen, L. Prystanski, C. Paci, C. Grenke, M. Rozic, A. Veneruzzo, T. Wright

Next Meeting: February 2020

Regrets: S. Robinson, D. Miller

Item		Description	Action By	Time Line
1	Review and Approval of Agenda – November 19, 2019	M. Rozic Item 3b moved to 4c Motion to approve agenda – 1 st approver C. Grenke, 2 nd approver C. Paci		
2	Review & Approval of Agenda August 27, 2019	Approval to accept minutes, 1 st C. Grenke , 2 nd L. Prystanski		
3	Business Arising			
3a	AppArmour “Safe Campus” Mobile Safety App	<ul style="list-style-type: none"> - App Armour active as of beginning of November - Information and link is available via Staff News - Each regional campus has their own area within the app 		
3b	First Aid Training Update	<ul style="list-style-type: none"> - Session offered in October and one to be offered in new year 		
3c	Terms of Reference	<ul style="list-style-type: none"> - Cheryl updated terms of reference using new template all committees are to use - Committee to review and provide thoughts on the updated TOR - Quorum – clarify definition – a representative from each building (manager or worker) present in the meeting - Committee has until end of November to review and provide any comments with regards TOR as SLT meets December 9, 2019 - Cheryl to then provide the TOR to SLT - H. Sheppard to be worker member if a work stoppage - M. Rozic to be management member and C. Grenke to be worker member to be present in case of a fatality on campus 	<p>Committee</p> <p>Cheryl</p>	<p>By Nov 27</p> <p>Done</p>
3d	Eye Wash Station	<ul style="list-style-type: none"> - Security does monthly inspections - Certified plumber has been contacted to complete inspections as well - If you see any that have not been inspected please notify Mike Rozic immediately - Possibility of adding eye wash stations to checklist that includes Band-Aid stations. - Chairs to pass along to the academics to ensure they remind to flush eyewash stations weekly - Cheryl will send something out - Possibly have each faculty member responsible for their own areas once per week 	Cheryl	As soon as possible

Item		Description	Action By	Time Line
3e	Forum North Conference Update	<ul style="list-style-type: none"> - Chris, Cheryl, Mike, Michael attended various sessions - Mike Rozic attended opioid session and was invited to be part of an Opioid Surveillance and Response Task Force - Mike to request another staff member to be a part of this task force - Attended a session on noise monitoring - Mike and another member to set up noise level testing in the future - Will take work to do so – will need staff, students on hand to ensure noise is being made in labs - Will engage in 3rd party testing as well 	Mike	
4	Standing Items			
4a	Hygiene Testing – ACE	<ul style="list-style-type: none"> - Levels were below on last testing - New cleaning procedure have been put in place - Another test to come in early December with Stantec - If the levels still read as low, will move to testing every 6 months - If levels are higher will re-evaluate 		
4b	Heath, Safety & Environment Update	<ul style="list-style-type: none"> - M. Dorval provided update on Bubble & Neebing building demolition - College has contracted Whitehall Construction for demolition - Cigarette butt stations have been placed throughout the campus - T. Wright indicated some work to be done around lighting in outdoor walkway areas - Emergency Blue buttons will also be added to more places around campus 		
4c	Training Update	<ul style="list-style-type: none"> - 3 members certified in October - Mike will be offering Opioid Awareness & Education on December 19, 2019, let him know if you or others would like to attend - Look to provide each building with who in their building is certified in First Aid - Add to boards in each building the list of staff who are certified First Aiders 	Mike & Cheryl	
4d	External Inspections – ESA	<ul style="list-style-type: none"> - ESA did inspection in Kenora –no defects to note - We received an order from the MOL in spring to ensure our ACE members are certified as they are at a different location. - Debbie and Hillary completed certification - Cheryl let MOL know that the order had been completed 		
4e	Workplace Injuries Report	<ul style="list-style-type: none"> - Slips trips, exposure to harmful substance, strike via exercise machine, needle prick - 12 students on placement so far this year - 10 employee incidents so far this year - Most are slips and trips - 1 lost time injury with employee who slipped on stairs at Whalen Bldg - Possibly look into small pop up tents placed on the wall for people to access, every so many feet – i.e. what the TBRHSC does for slippery areas - College does not put out communication until situations have been identified and resolved i.e. Gas smell in September 		

Item		Description	Action By	Time Line
4f	Workplace Inspections Report	<ul style="list-style-type: none"> - 36 past due work orders were in the system, approx. half have been rectified - Follow up continues to bring this number down 		
5	New Business			
5a	Smoking Area Changes	<ul style="list-style-type: none"> - 2 changes to designated smoking areas - McIntyre building – smoking area on west side relocated for a natural drainage/rain garden - Current spot is temporary, it will be relocated in the future - Shuniah building west side, near C wing moved closer to the main entrance of the building - Mike working on repercussions for people who do not abide by rules 		
5b	Updated Boards, Band-Aid Stations, MSDS Books	<ul style="list-style-type: none"> - Mike has a student working with him updating boards with contact information & minutes - Band-Aid stations have being replenished - Student will also be putting up PPE posters in all buildings - Recommendation to add designated first aiders on the boards so staff/students are aware - College maps updated with band aid and first aid stations 		
5c	Naloxone Kits	<ul style="list-style-type: none"> - Naloxone kits available free of charge from health unit and/or pharmacies - Not available in public college spaces - Mike will give them to staff to keep in offices if they want one and feel comfortable using them - Security has about 10 kits for their use 		
5d	Campus Response/Watch	<ul style="list-style-type: none"> - The group is looking for volunteers for evening shifts, 3:30pm-10:30pm - Volunteers wearing red shirts, carry naloxone kits - Free advanced medical first responder training provided – need to sign up for a two year span with the college to be eligible 		
6	Next Meeting	<ul style="list-style-type: none"> - February 25, 2020 at 9:30 am 		
7	Adjournment			