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| <h1 style="margin: 0;">Occupational Health Committee Minutes</h1> <p style="margin: 0;">For Saskatchewan workplaces</p> | <p style="margin: 0; font-size: small;">Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i></p> <p style="margin: 0; font-size: x-small;">A committee shall:</p> <ul style="list-style-type: none"> <li>a) record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee;</li> <li>b) post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns in the minutes are resolved.</li> </ul> <p style="margin: 0; font-size: x-small;">The employer shall maintain a copy of the minutes and have them readily available for inspection by a committee member or an occupational health officer.</p> |
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**Complete all information. Add additional rows and pages as required.**

|  |            |         |        |  |                                   |         |        |
|--|------------|---------|--------|--|-----------------------------------|---------|--------|
| Name of employer<br>University of Saskatchewan |            |         |        |  |                                   |         |        |
| Address<br>107 Wiggins Ave, Saskatoon          |            |         |        | Total number of workers in the workplace |                                   |         |        |
| Postal code<br>S7N 5E5                         |            | Phone   |        |  |                                   |         |        |
| Worksite address (if different than above)     |            |         |        | Meeting date<br>October 2, 2024          |                                   |         |        |
| Postal code                                    |            | Phone   |        | Date of next meeting<br>December 2024    |                                   |         |        |
| Email  |            |         |        | Date of last meeting<br>June 5, 2024     |                                   |         |        |
| Employer co-chairperson                        |            |         |        | Worker co-chairperson<br>Aditya Manek    |                                   |         |        |
| Management members                             | Occupation | Present | Absent | Worker members                           | Occupation                        | Present | Absent |
|  |            |         |        | Adi Manek                                | Research Labs                     | Yes     |        |
|  |            |         |        | Mark Boyd                                | Research Labs                     | Yes     |        |
|  |            |         |        | Catherine Hutchinson                     | Cameco MS Centre                  | Yes     |        |
|  |            |         |        | Gwen Chan                                | HS Library                        | Yes     |        |
|  |            |         |        | George Katselis                          | CCHSA                             | Yes     |        |
|  |            |         |        | Vicki Keeler                             | Research Labs                     | Yes     |        |
|  |            |         |        | Ellen Wasan                              | College of Pharmacy and Nutrition | No      |        |
|  |            |         |        | Lisa Woods                               | USask Health Sciences             | Yes     |        |
|  |            |         |        | Heather Neufeld                          | Research Labs                     | Yes     |        |
|  |            |         |        | Helen Pocha                              | CLRC                              | Yes     |        |
|  |            |         |        | Brenda Pollock                           | School of Rehabilitation Sciences | Yes     |        |
|  |            |         |        | Dawn Giesbrecht                          | Student Labs                      | Yes     |        |
|  |            |         |        | Kendra Ulmer                             | CCHSA                             | No      |        |
|  |            |         |        | Jim Fang                                 | College of Pharmacy and Nutrition | No      |        |
|  |            |         |        | Chris O'Grady                            | USask Health Sciences             | Yes     |        |

| Item date/ number                | Problem or concern<br>Give full explanation and details<br>Divide old/new concerns  | Action taken or proposed<br>Name of person responsible  | Target date |
|----------------------------------|---|---|-------------|
| 1.<br>2.<br>3.<br>4.<br>5.<br>6. | 1. E wing emergency evacuation procedure/chief fire warden update – C. O'Grady/A. Manek<br>2. CLRC door proximity update – C. O'Grady/A. Manek<br>3. Emergency evacuation and lock down procedures – A. Manek<br>4. Safety update (staiwells, etc) – A. Manek/H. Neufeld<br>5. Workplace Violence Prevention Policy updates – A. Manek<br>6. Safety Resources update - Z. Sereggela | 1. Changes upcoming but nothing to report today<br><br>2. No updates<br><br>3. Working with safety resources and operations, will update as new information comes in<br>4. A. Manek will reach out to the constable who took the report and follow up. Will keep an eye on the situation. Will have discussion with safety resources and security on how to inform people of the issue and how to report.<br>5. Will send out links - how to prevent incidents and document the information<br>6. Update on incidents in the building. Changes to membership to comply with regulations for 12 people maximum per committee. In talks with employer co-chair and should be in place for next meeting. |             |

Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)

**Distribute copies as follows:**

Copy 1 – Permanent committee files

Copy 2 – Employer copy

Copy 3 – Post on committee board for workers' information

To the best of my knowledge the above is an accurate record of this meeting

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Employer co-chairperson

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Worker co-chairperson

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