
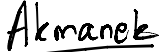


<h1>Occupational Health Committee Minutes</h1> <h2>For Saskatchewan workplaces</h2>		<p>Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i></p> <p>A committee shall:</p> <ul style="list-style-type: none"> a) record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee; 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. <p>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>					
Complete all information. Add additional rows and pages as required.							
Name of employer: University of Saskatchewan – Health Sciences Building, includes: USask Health Sciences, College of Medicine, College of Nursing, College of Pharmacy & Nutrition, School of Public Health, School of Rehab Science							
Address 107 Wiggins Rd, Saskatoon, SK				Total number of workers in the workplace >700			
Postal code S7N 5E5		Phone 306-341-9206 (Employee Co-Chair)					
Worksite address (if different than above)				Meeting date Dec. 4, 2024			
Postal code		Phone		Date of next meeting March 2025			
Email adi.manek@usask.ca (Employee Co-Chair)				Date of last meeting Oct. 2, 2024			
Employer co-chairperson Mark Tomtene				Worker co-chairperson Adi Manek			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Mark Tomtene	Director of Operations & Strategic Planning (exempt)	X		Adi Manek	Lab Manager, Health Sci (ASPA)	X	
Jeff Lindsay (ex-officio)	Manager, Safety Resources (exempt)	X		Mark Boyd/Vicki Keeler/Heather Neufeld/Stephanie Kendall	Lab Manager, Health Sci (ASPA)	X	
Zoe Sereggela (ex-officio)	BSO, Safety Resources (ASPA)	X		Catherine Hutchinson	Research EA, Cameco MS Neuro (ASPA)	X	
				George Katselis	Assistant Professor, CCRAH (USFA)		X
				Chris O'Grady	Director of Operation, Health Sci (ASPA)	X	
				Helen Pocha	Scheduling Specialist, CLRC (CUPE 1975)	X	
				Brenda Pollock	Executive Assistant, SRS (CUPE 1975)	X	
				Dawn Giesbrecht	Instructor, BMSC (ASPA)	X	
				Jim Fang	Associate Professor, CoP&N (USFA)	X	
				Kendra Ulmer	Program Coordinator, CCRAH (non-union)		X
				Lisa Woods (ex-officio)	Clerical Assistant, Health Sci (CUPE 1975)	X	

Item date/ number	Problem or concern Give full explanation and details Divide old/new concerns	Action taken or proposed Name of person responsible	Target date
#1	Call to Order & Land Acknowledgement – Adi	Time: 10:01 AM	N/A
#2	Introductions – Welcome to new Employer Co-Chair, Mark Tomtene, College of Nursing. Welcome Stephanie Kendall as a member of the Lab Manager team in Health Sci.	N/A	N/A
#3	Motion to approve agenda.	First: Dawn, Second: Chris – Approved.	Dec 4/24
#4	<u>Old items:</u> Previous emergency evacuation concerns – Chris/Adi: Floor wardens are no longer required, following fire marshal suggestions. Saskatoon Fire Dept performs sweeps of the building. All employees to be trained on building ERP. Training at the people leader level to include communication plan to protective services. Safety Resources <i>ERP Quick Guide</i> available on Sharepoint. <ul style="list-style-type: none"> - Note that most recent building evacuation experienced communication issues regarding entry back into the building. “All clear” notice was not smooth. 	(OHS regs Section 25-2) Formalized training through Safety Resources coming in 2025. Chris has resolved with concerned worker, explaining the process. Adi will note the communication issues with the involved parties.	2025
#5	<u>New items:</u> This OHC has now merged with the College of Nursing OHC. There are no outstanding safety concerns from the previous Nursing OHC. We now cover all the following areas: USask Health Sciences, College of Medicine, College of Nursing, College of Pharmacy & Nutrition, School of Public Health, School of Rehab Science.	Complete.	Dec 4/24

#6	Submission of inspection of all Level 2 lab areas in Health Sci – Zoe/Heather: Received compliance letter from CFIA in November. No major safety concerns identified. - Inspections in 2025 will be planned, as done previously. Lab Managers to self-inspect areas of their responsibility and to submit to OHC.	(OHS regs Section 3-17) Checklist to be submitted with OHC minutes. Complete.	Dec 4/24
#7	Incident statistics YTD in Health Sci – Zoe: Across all areas, a total of 50 incidents were reported in 2024 so far: - 10 on paper i.e., student incidents which were primarily cuts/punctures, but also included a sprain, an exposure, and a spill - 6 additional needlestick punctures from personnel/residents from CoM at SHA workplaces - 34 online reports, including hazard reports and non-occupational (8 slips/falls, 11 punctures/cuts, 2 bites, 5 strain/sprains/contusions, 5 exposures, 3 environmental/spills)	(OHS regs Section 3-18) YTD stats to be submitted with OHC minutes. Complete.	Dec 4/24
#8	New workplace violence incident reporting procedure – Zoe: USask is updating the Violence prevention policy. New reporting procedures discussed. Refer to PAWS Safety Channel “Workplace Violence Reporting” button.	(OHS regs Section 3-26) Complete.	Dec 4/24
#9	Next meeting anticipated in March of 2025.	(OHS regs Section 4-4)	2025
#10	Meeting adjourned – Adi	Time: 10:19	Mar 2025
<p>Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)</p> <p>Dec 2024 – Holiday break support limited – Adi: Limited support will be available in the building during holiday closure. No custodial, etc. For lockouts, call Protective Services. Ensure access cards/keys are operational prior to break by contacting area supervisor to ensure continued access. - IT issues with keys presently, submit any key requests asap. Deadline of Dec 16th.</p>			
<p>Distribute copies as follows: Copy 1 – Permanent committee files Copy 2 – Employer copy Copy 3 – Post on committee board for workers’ information</p>		<p>To the best of my knowledge the above is an accurate record of this meeting</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  _____ Employer co-chairperson </div> <div style="text-align: center;">  _____ Worker co-chairperson </div> </div> <p style="text-align: right;">Page ____ of ____</p>	