
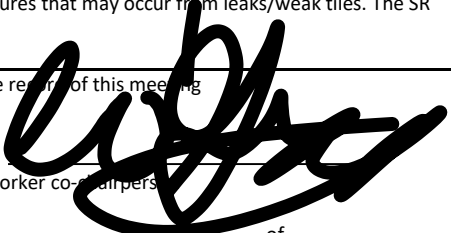


<h1>Occupational Health Committee Minutes</h1> <h2>For Saskatchewan workplaces</h2>		<p>Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i></p> <p>A committee shall:</p> <ul style="list-style-type: none"> <li>a) record minutes of each meeting in a format provided by the ministry 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>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>					
<b>Complete all information. Add additional rows and pages as required.</b>							
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					
Worksite address (if different than above)					Meeting date Mar. 19, 2025		
Postal code		Phone 306-341-9206 (employee co-chair)			Date of next meeting June 2025		
Email <a href="mailto:adi.manek@usask.ca">adi.manek@usask.ca</a> (employee co-chair)					Date of last meeting Dec. 4, 2024		
Employer co-chairperson Mark Tomtene				Worker co-chairperson Chris O-Grady (Filling in for 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
Zoe Sereggela (ex-officio)	BSO, Safety Resources (ASPA)	X		Mark Boyd/Vicki Keeler/ Heather Neufeld/Stephanie Kendall	Lab Manager, Health Sci (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 – Chris	Time: 10:01 AM	N/A
#2	Motion to approve minutes from Dec 4, 2025.	First: Heather, Second: Dawn – Approved.	Mar 19/25
#3	Motion to approve agenda.	First: Heather, Second: Stephanie – Approved.	Mar 19/25
#4	<p><u>New items:</u></p> <p>OHC inspection planning – Chris &amp; Zoe</p> <p>OHC inspections are to be conducted regularly by members of the OHC, with at least one inspection being tabled at each quarterly OHC meeting. Items from the inspections that cannot be resolved locally and require management support can be added as items to the OHC agenda for discussion.</p> <p>Ideas/suggestions:</p> <ul style="list-style-type: none"> <li>- Zoe noted that inspections do not need to be building-wide or even physical in nature, inspections can be of items related to people, materials, equipment, environment, policy/procedure, etc. Best practice would be to inspect work areas that are not your own. Inspections must be documented.</li> <li>- Chris suggested that the Health Sci OHC could dedicate minimum one inspection per year for each wing of the HSB (A, B, D, &amp; E wings)</li> <li>- Mark noted that the previous Nursing OHC would do a full group physical inspection of work areas on an annual basis.</li> <li>- Inspection planning will be a standing item on meeting agendas moving forward.</li> </ul>	<p>(OHS regs Section 3-17)</p> <p>Heather will create a shared folder for OHC members to create a master list of inspection areas/ideas. Chris will lead an inspection of the loading dock to be tabled at the June 2025 OHC meeting.</p>	June 2025
#5	<p>Submission of inspection of the Health Science 6<sup>th</sup> floor areas that work with Risk Group 3 material – Zoe/Stephanie:</p> <ul style="list-style-type: none"> <li>- Only facilities-related issues identified, nothing to bring to the committee.</li> </ul>	<p>(OHS regs Section 3-17)</p> <p>Inspection record to be submitted with OHC minutes. Complete.</p>	Mar 19/25
#6	<p>Incident statistics (Jan-Feb) in Health Sci – Zoe:</p> <p>A total of 11 incidents were reported in the first two months of 2025:</p> <ul style="list-style-type: none"> <li>- 5 punctures, 2 strain/sprains, 2 human health-related, 1 spill, and 1 near miss</li> </ul>	<p>(OHS regs Section 3-18)</p> <p>Complete.</p>	Mar 19/25
#7	<p>Air quality concerns in E wing (1300-1312) – Kendra:</p> <p>These areas see many staff, students, and members of the public. Extensive documentation of efforts with facilities to resolve the issues has been documented and staff members now feel that it has gone beyond a facilities issue and is a health concern.</p> <ul style="list-style-type: none"> <li>- Safety Resources can direct for air quality testing to be done.</li> </ul>	<p>(OHS regs Section 6-2)</p> <p>Kendra will reach out to Safety Resources to seek air quality testing.</p>	June 2025
#8	Next meeting anticipated in June of 2025.	(OHS regs Section 4-4)	June 2025
#9	Meeting adjourned – Chris.	Time: 10:35	Mar 19/25
<p>Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)</p> <p>Helen asked about Emergency Response Plans for the CLRC staff who work late into the evenings. Zoe noted that the Health Science Building ERP is valid building-wide for all times of day. However, if additional emergency procedures should be identified that are area-specific, you are encouraged to create documents that can accompany the HSB ERP to fill gaps in the building-wide plans.</p> <p>Heather asked about contacts in Facilities and Safety Resources related to potential asbestos exposures that may occur from leaks/weak tiles. The SR contact for asbestos concerns is <a href="mailto:asbestos@usask.ca">asbestos@usask.ca</a>.</p>			
<p><b>Distribute copies as follows:</b></p> <p>Copy 1 – Permanent committee files</p> <p>Copy 2 – Employer copy</p> <p>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>	