
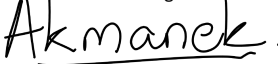


<h1>Occupational Health Committee Minutes</h1> <p>For Saskatchewan workplaces</p>		<p>Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i></p> <p>A committee shall:</p> <ul style="list-style-type: none"> a) record minutes of each meeting in a format provided by the ministry 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>					
<p>Complete all information. Add additional rows and pages as required.</p>							
<p>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</p>							
<p>Address 107 Wiggins Rd, Saskatoon, SK</p>				<p>Total number of workers in the workplace > 700</p>			
<p>Postal code S7N 5E5</p>		<p>Phone</p>					
<p>Worksite address (if different than above)</p>				<p>Meeting date June 18, 2025</p>			
<p>Postal code</p>		<p>Phone 306-341-9206 (employee co-chair)</p>		<p>Date of next meeting September 2025</p>			
<p>Email adi.manek@usask.ca (employee co-chair)</p>				<p>Date of last meeting March, 19, 2025</p>			
<p>Employer co-chairperson Mark Tomtene</p>				<p>Worker co-chairperson Adi Manek</p>			
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 and Land Acknowledgement – A. Manek	Time: 10:02 AM	N/A
2	Motion to approve minutes from March 19, 2025	First: H. Neufeld, Second: S. Kendall – Approved.	Jun 18/25
3	Motion to approve agenda - Addition of agenda item 4.7 added by H. Neufeld	First: A. Manek, Second: H. Neufeld – Approved.	Jun 18/25
4.1	New items Committee Terms of Reference – A. Manek The LSC model has been discontinued in favor of adopting the OHC model. A shared Terms of Reference applicable to all of campus is available on the OHC Teams channel. Committee members are asked to review the document and direct any questions to their respective chairs. Completion of Level 1 OHC training is required for all committee members, while co-chairs must complete Level 2 training	(OHS regs Section 4-1 through 4-11)	June 18/25
4.2	Committee membership – A. Manek The committee comprises 12 members, each holding one vote; however, the five lab managers collectively represent a single vote. Zoe and Lisa participate in the committee but do not hold voting privileges	(OHS regs Section 4-2)	June 18/25
4.3	Submission of inspection – A. Manek and C. O'Grady Adi and Chris completed an inspection of the loading dock area. During the review, it was observed that signage for the eyewash station and emergency showers was absent. Julie from the Supply Centre, who is responsible for the loading dock, has been informed and will arrange for appropriate signage to be installed. A copy of the standard operating procedure (SOP) for pallet jack use will also be distributed to relevant users, and signage will be posted in the loading dock area accordingly. The existing safety inspection checklist was utilized; however, certain items were found to be inapplicable. As such, a customized version tailored to Health Sciences will be developed and uploaded to the Teams channel for future use.	(OHS regs Section 3-17) Inspection record to be submitted with OHC minutes	June 18/25
4.4	OHC inspection planning – H. Neufeld and A. Manek This will remain an ongoing agenda item. During each committee meeting, responsibilities for various inspections will be assigned, and the group will establish a planning schedule to guide next steps - A. Manek has expressed interest in conducting an inspection of the laboratory freezers. It is recommended that the temperature regulation and air conditioning systems be reviewed to ensure optimal performance and to prevent any potential compromise of the stored contents. - H. Neufeld has proposed updating the lab and freezer forms posted by the door to ensure that safety contact details and emergency phone lists are current and clearly displayed.	(OHS regs Section 3-17) To be completed by September 2025.	June 18/25
4.5	Health Sciences YTD incident statistics – Z. Sereggela 38 incidents year-to-date across the departments covered by the Health Sciences OHC - 2 bites, 2 concussion/contusions, 21 cuts/punctures, 2 exposures, 3 human health, 1 near miss, 1 psychological, 1 spill, 2 strain/sprains	(OHS regs Section 3-18) Complete.	June 18/25
4.6	2024 year-end radiation safety report – Z. Sereggela <u>Committee update:</u> The stand-alone Radiation Safety Committee has been dissolved so that radiation safety matters can be addressed through the same channels as other occupational safety concerns. The Radiation Safety Officer (RSO) will provide periodic updates to the Health Sciences OHC and is available to the OHC on request. <u>Labs:</u> There is one active "High level" radionuclide lab on the third floor. The High-level labs on the ground floor used by the Fonge group have been recently decommissioned. LASU has an "Intermediate level" space licensed for radioactive work, but it is only used periodically and then decommissioned. Several other labs are posted as "Basic level" labs where only very small quantities are handled. Labs are responsible for monitoring radioactive contamination on a weekly basis and Safety Resources does periodic independent testing. <u>Dosimetry:</u> 24 HS workers/students were monitored with dosimeter badges at some time in 2024 with a maximum reported annual dose of 0.14 mSv. The public workplace exposure limit is 1 mSv/year, and the radiation worker limit is 50 mSv/year or 100mSv/5 years. <u>Incidents:</u> There was one instance in 2024 of radioactive material improperly disposed of in a lab sink. It was a short-lived radioactive material (Tb-161). The quantity and nature of the material didn't produce a significant safety risk to USask or the community, however it was a breach of protocol. The incident was reported to the CNSC and follow-up action taken to prevent recurrence.	(OHS regs Section 6-21) Complete.	June 18/25

4.7	Fire warden responsibilities – H. Neufeld and A. Manek Heather inquired about the current fire marshal listings. Health Sciences is transitioning away from the designated fire marshal model; moving forward, all employees will be considered responsible for fire safety protocols. Lab managers may take the lead in sweeping their assigned areas during an evacuation. While this approach can be incorporated into onboarding materials, it is recognized that most employees do not revisit onboarding documentation after their initial orientation		June 18/25
5	Next meeting to be held in September 2025 Meeting adjourned - Adi	(OHS regs Section 4-4) Time: 10:28	June 18/25
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 <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>	
Page 3 of 3			