

Occupational Health Committee Minutes For Saskatchewan workplaces		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i> A committee shall: 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. 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.					
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			
Postal code S7N 5E5		Phone		>700			
Worksite address (if different than above)				Meeting date Sept 17, 2025			
Postal code		Phone 306-341-9206		Date of next meeting December 2025			
Email Adi.manek@usask.ca (employee co-chair)				Date of last meeting June 18, 2025			
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	
Zoe Sereggela (ex-officio)	BSO, Safety Resources (ASPA)	X		Mark Boyd/Vicki Keeler/Heather Neufeld/Stephanie Kendall (on leave)	Lab Manager, Health Sci (ASPA)	X	
				Chris O’Grady	Director of Operations, Health Sci (ASPA)		X
				Catherine Hutchinson	Research EA, Cameco MS Neuro (ASPA)	X	
				Helen Pocha	Scheduling Specialist, CLRC (CUPE 1975)	X	
				Brenda Pollock	Executive Assistant, SRS (CUPE 1975)	X	
				Dawn Giesbrecht (on leave)	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 meeting to order and Land Acknowledgement – A. Manek	Time: 10:01 AM	Sept 17/25
2	Motion to approve minutes from June 18, 2025	1 st : Adi, 2 nd : Heather - Approved.	Sept 17/25
3	Motion to approve agenda for Sept 17, 2025	1 st : Adi, 2 nd : Heather - Approved.	Sept 17/25
4	Call for nominations of new employee co-chair – A. Manek If anyone knows of someone who is interested in taking on the role of Employee Co-Chair, please send the nominations to the committee. If anyone is curious about what being an Employee Co-Chair entails, you can reach out to Zoe with questions. - Adi nominated Stephanie Kendall (currently on-leave) as she expressed interest in the role previously. Once Stephanie returns from leave, we can determine whether she accepts this role and a vote can be performed. - Adi will stay on as Employee Co-Chair for the December OHC meeting.	(OHS regs Section 4-6)	December 2025
5	Submission of inspection – H. Neufeld & A. Manek Inspection performed of the 2D40 laboratory. - A December 1st deadline has been set to update the chemical inventory for this space. Additional lab coat storage will be implemented and storage space for glassware will be amended pending collaboration from area users. - No items have arisen that require management level support. A template for -80 freezers contact information has been created and will be distributed to the committees and area managers for use throughout the building.	(OHS regs Section 3-17) Complete. Inspection record and freezer template to be submitted with OHC minutes. Heather will recruit another lab manager to review completed items and sign off. Contact information template can be distributed to respective areas from committee members.	Sept 17/25
6	OHC Inspection Planning – A. Manek Heather will complete an inspection of an undergraduate lab space or the histology space to bring to the December OHC meeting.	(OHS regs Section 3-17)	December 2025
7	Health Sciences YTD incident statistics – Z. Sereggela As of Sept 15, there have been 56 total incidents across the units covered by the Health Science OHCs: - 1 psychological - 2 concussion/contusion - 2 slip/trip/fall - 4 human health - 4 strain/sprain - 5 exposure or spill - 6 unclassified or near miss - 32 bite/cut/puncture No incidents currently require any investigation support from the OHC.	(OHS regs Section 3-18) Complete.	Sept 17/25
8	Next meeting to be held in December 2025.	(OHS regs Section 4-4)	December 2025
9	Meeting adjourned – A. Manek	Time: 10:19 AM	Sept 17/25
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 	