

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 >700				
Postal code S7N 5E5		Phone		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 Mark Boyd/Vicki Keeler/Heather Neufeld/Stephanie Kendall	Lab Manager, Health Sci (ASPA) Lab Manager, Health Sci (ASPA)	X	
Zoe Sereggela (ex-officio)		BSO, Safety Resources (ASPA)	X		Catherine Hutchinson Helen Pocha Brenda Pollock Dawn Giesbrecht (on leave) Jim Fang Kendra Ulmer Lisa Woods (ex-officio)	Research EA, Cameco MS Neuro (ASPA) Scheduling Specialist, CLRC (CUPE 1975) Executive Assistant, SRS (CUPE 1975) Instructor, BMSC (ASPA) Associate Professor, CoP&N (USFA) Program Coordinator, CCRAH (non-union) Clerical Assistant, Health Sci (CUPE 1975)	X	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: 10:00 AM	Dec 10/25
2	Motion to approve minutes from September 17, 2025	1 st : Adi, 2 nd : Jim - Approved.	Dec 10/25
3	Motion to approve agenda for December 10, 2025	1 st : Adi, 2 nd : Stephanie - Approved.	Dec 10/25
4a.	Introduction of new lab manager – A. Manek Ryan Heistad is the newest lab manager.		Dec 10/25
4b.	Nominations of new employee co-chair – A. Manek Adi nominated Stephanie Kendall, Heather seconded. There were no other nominations for co-chair from the committee. Stephanie will take over co-chair duties.	(OHS regs Section 4-6)	
4c.	Submission of inspection – A. Manek B109A was inspected by Adi Manek. Documentation will be submitted to the committee. If there are any questions, please reach out.	(OHS regs Section 3-17) Complete.	Dec 10/25
4d.	OHC Inspection Planning – A. Manek Discussion on the preferred medium to track and circulate the OHC inspection plan schedule to members. Heather has an inspection planned for the next committee meeting. Heather will share a draft document at the next meeting for feedback on a template.	(OHS regs Section 3-17) Complete.	Dec 10/25
4e.	Health Sciences YTD incident statistics – Z. Sereggela As of Dec 9, there have been 68 total incidents across the units covered by the Health Science OHCS: <ul style="list-style-type: none">- 1 psychological- 2 concussion/contusion- 4 slip/trip/fall- 3 human health- 7 strain/sprain- 5 exposure or spill- 8 unclassified or near miss- 1 Ergonomic- 37 bite/cut/puncture No incidents currently require any investigation support from the OHC.	(OHS regs Section 3-18) Complete.	December 2025
4f.	Relocation of OHC board – A. Manek Lab managers are moving out of their office space and will need new space for the OHC board. Adi will identify a new space, and the committee will be informed, and the new minutes will be posted.	(OHS regs)	Dec 2025
4g.	Ventilation on CCRAH – G. Katselis An ongoing issue, there is no ventilation in the medical area, heating is inconsistent and working conditions are unacceptable. Facilities have been contacted multiple times but no response or conflicting responses. Adi will follow up with facilities. Zoe noted that issues that have resolutions do not need to be brought to the OHC committee. Next meeting to be held in March 2026. Meeting adjourned – A. Manek	(OHS reg)	Ongoing

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	
	Employer co-chairperson	Worker co-chairperson
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