

<b>Occupational Health Committee Minutes</b>		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i>					
<b>For Saskatchewan workplaces</b>		<p>A committee shall:</p> <p>a) record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee;</p> <p>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> <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		
Postal code S7N 5E5			Phone		>700		
Worksite address (if different than above)					Meeting date March 11, 2026		
Postal code			Phone 306-221-2393		Date of next meeting June 2026		
Email <a href="mailto:stephanie.kendall@usask.ca">stephanie.kendall@usask.ca</a> (employee co-chair)					Date of last meeting December 10, 2025		
Employer co-chairperson Chris O'Grady				Worker co-chairperson Stephanie Kendall			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Chris O'Grady	Director of Academic Health Sciences (exempt)	X		Stephanie Kendall	Lab Manager, Health Sci (ASPA)	X	
Zoe Sereggela (ex-officio)	BSO, Safety Resources (ASPA)	X		Adi Manek	Interim Associate Director of Operations, Health Sci (ASPA)	X	
				Mark Boyd/Vicki Keeler/Heather Neufeld	Lab Manager, 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
				Mark Tomtene	Director of Operations & Strategic Planning (Exempt)	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 – S. Kendall	Time: 11:00 AM	Mar 11/26
2	Motion to approve minutes from December 10, 2025	1 <sup>st</sup> : Stephanie, 2 <sup>nd</sup> : Catherine - Approved.	Mar 11/26
3	Motion to approve agenda for March 11, 2026	1 <sup>st</sup> : Stephanie, 2 <sup>nd</sup> : Vicki - Approved.	Mar 11/26
4a.	Submission of inspection – S. Kendall/H. Neufeld A general inspection of the 2 <sup>nd</sup> floor teaching labs was conducted, and small issues were identified including a lack of regular eye wash and showers, insufficient size fire blankets, and mercury thermometers were removed.	(OHS regs Section 3-17) Complete	Mar 11/26
4b.	OHC inspection planning log/Workplace inspection cue card – S. Kendall S. Kendall provided workplace-inspection logs and cue cards to help committee members plan an upcoming inspection. The cue cards outline what to look for and how to conduct the inspection. While planning inspections in advance is preferred, members can also volunteer during meetings. Rotating participation is encouraged so inspections are not carried out by the same individuals each time.	(OHS regs Section 3-17) Complete.	Mar 11/26
4c.	New incident reporting system on PAWS – S. Kendall Students can now report incidents on PAWS. Reporting is under the Safety Resources channel and is now easier and more clear on what/how to report.	(OHS regs Section 3-18) Complete.	Mar 11/26
4d.	Relocation of OHC board – S. Kendall/A. Manek The board is still currently in 2D01 but with the change in occupancy of the space it will be moved to the ground floor between GD04-GD10.	(OHS regs Section 4-5)	Mar 11/26
4e.	Health Sciences YTD incident statistics – Z. Sereggela As of Mar 3, there have been 10 total incidents across the units covered by the Health Science OHCs: <ul style="list-style-type: none"> <li>- 2 slip/trip/fall</li> <li>- 2 exposure or spill</li> <li>- 2 MSI related</li> <li>- 3 sharps/puncture</li> <li>- 1 bite/kick/scratch</li> </ul> No incidents currently require any investigation support from the OHC.	(OHS regs Section 3-18) Complete.	Mar 11/26
4f.	New employer co-chair – S. Kendall M. Tomtene will be stepping down as employer co-chair and C. O’Grady will be taking the position.  Next meeting to be held in June 2026.  Meeting adjourned – S. Kendall	(OHS reg Section 4-6)      Time: 11:20 AM	Mar 11/26
Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)			
<b>Distribute copies as follows:</b> 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> <div style="text-align: right; margin-top: 10px;">Page <u> 2 </u> of <u> 2 </u></div>		