

Joint Occupational Health & Safety Committee

Meeting

Thursday February 26, 2009 @ 2:00 PM

Room #601

Class of 1970 Conference Room

ASU Students' Centre

Present: Meaghan McGibbon (Chair), Trevor Buckley, Shelley MacNeill, Janet Ross, and Jeff Waugh

Absent: Erin Curry

Minutes: Ian Morrison

1. Call To Order

The meeting was called to order by the Chair at 2:08 pm. Ian Morrison was directed to act as Recording Secretary for the meeting.

2. Acceptance of Agenda

BIRT the agenda be approved as circulated.

M/ Janet
S/ Jeff

Motion Carried

3. Review and Approval of Minutes of Last Meeting

BIRT that the Minutes of the January 29th meeting of the Committee are adopted as presented.

M/ Trevor
S/ Jeff

Motion Carried

4. New Business

(a) Work Order Report

Ian Morrison was directed to review the Work Order Report for the period of January 29-February 25. During this time, 53 work orders were submitted to Physical Plant. As well, it was noted that a comprehensive building inspection of the facility was conducted on February 18 & 25 with representatives of ASU, Building Services, and Physical Plant.

(b) Accident Reports

Ian Morrison reported that one Accident Report has been filed since the last meeting. A staff member working at the Information Desk received an injury reaching for a parcel placed on a high shelf.

(c) Violence Prevention Plan

Ian Morrison advised the Committee that he forwarded the draft of the Violence Prevention Plan to the ASU lawyer and subsequently met with her on February 6. Ian reviewed the comments prepared by the lawyer with the Committee.

In general, the lawyer advised that the Committee was, in her opinion, exercising care and diligence in its preparation of the plan. The Committee discussed the comments that were raised by the lawyer.

The Committee will consider the third draft of the plan at the next meeting, which will incorporate the recommendations of the lawyer.

5. Questions/Announcements

None.

6. Establishment of Next Meeting Date

The next meeting of the Committee will be tentatively held on March 26 @ 2:00 pm in the Class of 1970 Conference Room.

7. Adjournment

The meeting adjourned at 2:37 pm.