

Lakehead University
Joint Employee-Management Occupational Health & Safety Committee
Office and Classrooms

Minutes

June 03, 2016

Start: 10:15 a.m.

Human Resources Meeting room

Present

Employee Members

Cindy Haggerty (COPE)

Ursula MacDonald (Ex-Officio member)

Deli Li (LUFA)

Laura Rovere (Schedule II)

Management Members

Shanon Arnold (Schedule II)

Regrets:

Sue Viitala (Schedule II)

Leslie Malcolm (Schedule II)

1. Outstanding Business

- A. Pleased to announce that we have worked with an occupant of CB office who has agreed to remove many, many things out of his office so that his original, in a very poor condition carpet be replaced. This too will take place during the month of December. **Ursula has confirmed with the occupant that the carpet was replaced.**
- B. There have been issues with mice in Ryan building. One of the occupants of the building has noticed that a screen in her office window has been torn. Ursula urged that the employee put a work order in asap just in case that is how the mice got in. **There have been no further incidents with the mice. The screen has had tape put over the area that was torn.**

2. Inspections

- Next inspections for:
- 874 Tungsten St, 1294 Balmoral St., Avila, ATAC
- Residence Offices, Ryan Building, Braun Building,
- Greenhouse, PACI, Nursing Building, Lot 5 Research
- Library, Field/Hangar

3. Injury and Accident Reports

Feb.2016 – Library assistant fell and hurt head. The fall maybe attributed to lose gravel on the floor which was dragged in from the outside. (Non-medical)

March 2016 – Admin asst.in Engineering fell outside on a slippery surface. The employee injured lower back, requiring 1.5 days off work (Lost time.)

April 2016 – Faculty member slipped on icy surface outside MVA while walking into work in the morning. The employee injure a knee. (Non-medical.)

An Admin. Asst in Nursing – the employee slipped on the icy surface while coming into work. (No specific injury reported.) (Non-medical.)

May 2016 – HR employee slipped and fell inside on spilled water which was not cleaned after someone spilled the water. (Non-medical.)

Ergonomic Assessments;

So far this year, (end of May) we have had 13 ergonomic assessments completed with many purchases of new chairs, keyboard trays and some other small items.

4. New Business/Open Discussion

1. Shanon spoke about Asbestos Audits. The 2016 list from the 2015 asbestos audit is now being created and once that is completed. The work will begin in the 2016/2017 fiscal year.
2. The 2016 asbestos audit is still on going. Shanon proceed to explain to Deli and Laura how the asbestos audit works and what it is exactly as they were not clear on the process.
3. A discussion was held regarding inspections now that the summer is here and we have an easier access to offices and classrooms. Ursula suggested that we set aside each Friday morning now until the end of the summer until the inspections are all complete.
4. Ursula spoke about wanting to organize a wellness fair sometimes in the fall that is geared toward the employees. Ursula requested that employees speak to their respective units and email their suggestions as to the kind of services the employees would like to see at the fair.


Next meeting: August 2016
Time: 10:00 a.m. in HR meeting room
Human Resources Meeting Room



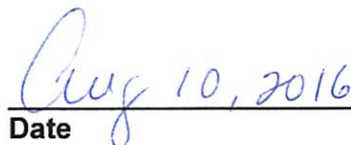
Worker Co-Chair



Management Co-Chair



Date



Date