

**MINUTES OF JOINT HEALTH & SAFETY COMMITTEE
PROCÈS-VERBAL DU COMITÉ MIXTE D'HYGIÈNE ET DE SÉCURITÉ**

November, 2014	Request for Fire Wardens	Priority	<p>We have finalized a breakdown for each building outlining the goal and current number of wardens.</p> <p>The goal is to have one Warden per floor to do role call once building is evacuated.</p> <p>HR has produced checklists (by building; by floor) for role calls.</p> <p>A staff listing has been provided to Facilities Management to facilitate identifying new wardens.</p> <p>Philip has been working on Fire Warden responsibilities. This needs to be completed before search for wardens begins.</p> <p>Plan has been approved to have one muster station in the upper courtyard and one muster station in the lower courtyard.</p> <p>A draft document has been created but requires further revision.</p>	
August, 2014	Power outage concerns		<p>Policy to be developed for response during power outages.</p> <p>Issues include:</p> <ul style="list-style-type: none"> - Dark stairwells or hallways - - Ventilation - <p>work)</p> <p>Need to integrate with class cancellation policy (Jason)</p> <p>Fire warden could play a role</p> <p>UNB does not have a policy but security believes one should exist</p> <p>Concept of 5 minute waiting period (to be researched further)</p>	

November, 2017	First Aid Kits Who is responsible for checking / re-filling?		<p>Facilities Management checks the kits annually.</p> <p>Ideas put forward included:</p> <ul style="list-style-type: none"> - Creating a checklist for the kits. - Using a seal so we can determine when a kit has been used. - Including the checking of kits as a responsibility for Fire Wardens. <p>Action Item Review where kits are and check inventory (Facilities Management).</p> <p>Action Item Add a listing of first aid kit locations on the OH&S section of the website (Facilities Management / Communications).</p> <p>Action Item Explore whether First Aid Providers should have their own kit (Facilities Management).</p>	
January, 2018	Computer cords causing trip hazards in JDH. May be helpful to check with HIL at UNB to see how they handle this problem.		FM recently received pricing for receptacles. This pricing will be reviewed. The need for a solution is clear based on a recent event held in JDH.	
November, 2018	Floor lighting in Kinsella Auditorium		FM spoke with contractor. There is lighting on the end on the rows but it is dim. The contractor will be exploring this soon. The current challenge is that LED lighting would be too bright for the venue. Light shields were suggested but they would either break easily or would create a trip hazard.	
October, 2019	Floor plug on 2 nd floor of Duffie Hall is a trip hazard and is currently being covered by a yellow caution sign.		<p>Course of action to be determined.</p> <p>Work request has been submitted to install floor plug.</p>	
October, 2019	Loose steps caused by rain storm.		<p>A temporary fix was made immediately. Work order is in to fix this.</p> <p>This has now been completed.</p>	
October, 2019	Insurance coverage for internship students who are on work placements.		Jason and Philip will meet to determine scenarios and responsibilities.	

November,

November, 2019	High Heat in HCH		Facilities Management will follow up with UNB to determine the cause.	
Standing items / Points permanents				
	Acceptance of minutes from October 2019		Motion to approve: J. Mullin Seconded: P. Cliff Motion carried	
	Updates on accidents and first aid Any health or safety concerns brought forward by employer or employees to committee members		- None - Concern regarding trucks backing up into quad with no flag person and at too high a speed. Action Item Dave will contact UNB to have a flag person present.	