

University of King's College
Occupational Health & Safety Committee
Meeting Minutes
May 19, 2015

Present: Monica Farrell, Robert Hall, Nicholas Hatt, Neil Hooper, Doug Kirkaldy, Tim Ross,
Sharlene Salter

Regrets: Kelly Taylor, Gerald Wilson

Meeting Minutes:

1. Approval of Agenda – (Hatt/Farrell) Carried
2. Approval of Minutes – (Kirkaldy/Salter) Carried
3. Business Arising
 - a. **Safety/Accident Report Form** – Mr. Hatt reported that the updated form is now available on the King's website under About King's/Policies/Occupational Health & Safety/then left side bar –Incident Report. Mr. Kirkaldy noted that the form is difficult to find and suggested that it should be displayed more prominently. Ms. Salter offered to investigate and suggest other location options. Mr. Ross inquired about the availability and general knowledge of safety policies and implementation of these policies. Mr. Hatt reported that the university has a Health & Safety policy (available on the website) but better knowledge of the policy by all staff and faculty should be considered. Mr. Ross will refer this to the Emergency Management Working Group.
 - b. **Campus Emergency Planning** – Mr. Hatt reported that the development of the campus emergency policy is ongoing. Mr. Ross agreed to discuss the timeline with Alex Doyle, chair of the Emergency Management Working Group.
 - c. **Smoking** – Mr. Kirkaldy reported that Dr. W. Barker presented the smoking policy, as approved by OH&S, at the recent Faculty meeting. The policy was approved by Faculty with a start date of July 1, 2015.
“Occupational Health & Safety concurs with the implementation of the smoking policy on campus and suggests that administration draft a plan for implementation of this policy. Such a smoking ban should also include electronic cigarettes.” (Hall/Ross) Carried
4. New Business
 - a. **New Employee Training and Information** – Mr. Ross reported that during recent student staff training he became aware that there appears to be little information on training and safety policies for new employees. Mr. Hatt referred to the university Health & Safety policy and suggested that all managers should consult with Dolly McIntyre in the Bursar's office regarding benefits and responsibilities for new employees. It was noted that a review of the University's Health and Safety Plan was due; Mr. Hatt will pursue this with administration.

Adjourned – 1:33pm (Hatt/Farrell)