

University of King's College  
Occupational Health & Safety Committee  
Meeting Minutes  
October 30, 2015

Present: Monica Farrell, Nicholas Hatt, Doug Kirkaldy, Chris Parsons, Tim Ross, Sharlene Salter  
Regrets: Robert Hall, Neil Hooper, Kelly Taylor, Gerald Wilson

Meeting Minutes:

1. Approval of Agenda – (Salter/Kirkaldy) Carried
2. Approval of Minutes – (Kirkaldy/Parsons) Carried
3. Business Arising
  - a. **Safety/Accident Report Form**- Ms. Salter reported that there appeared to be some confusion about who should receive completed Accident Report forms. The completed forms are to be delivered to the Chair of Occupational Health & Safety who will then share them with the University Payroll Officer. Mr. Ross reported on a few accidents that occurred over the summer involving guests staying on campus through Conference Services. He queried who those accidents should be reported to. Mr. Hatt will speak with Property, Grounds & Safety about this.
  - b. **Campus Safety Coordinator**-The committee discussed the need for a campus safety coordinator. Mr. Hatt agreed to present the committees request to the university Board of Governors.  
“Occupational Health & Safety requests that the university appoint a Campus Safety Coordinator as required by the university Health & Safety Plan, as soon as possible. The committee requests a response within five days of the next board meeting”. (Ross/Kirkaldy) Carried
  - c. **Third Party Liability** – Mr. Ross reported on several instances where people were using the university gymnasium when no staff was on duty, which may leave the university liable for any injury. Mr. Hatt reported that in future the university will provide funding for staff from 6:00am-8:00am daily and from 11:00pm-midnight on Tuesdays and Thursdays during the academic year.
  - d. **Smoking** – Mr. Hatt reported that the Board of Governors voted in favour of a one year transition to a non-smoking campus. At present people may smoke in designated areas only. Mr. Parsons commended Patrol's response in approaching smokers in non-designated areas. Several committee members questioned enforcement of the smoking policy during business hours. Signage around problem areas such as the New Academic Building was suggested. This item will be carried over to the next OH&S committee meeting.
4. New Business
  - a. **On Site Injuries**- Questions were raised about the procedure and time frame required to report any on-site injuries as noted in the committee Terms of Reference. Mr. Hatt suggested he discuss the policy with the university's lawyers and report back to the committee.

Adjourned – 11:57am (Hatt/Farrell)