

University of King's College
Occupational Health & Safety Committee
Meeting Minutes
April 13, 2018

Present: Patricia Chalmers, Alexander Doyle, Elizabeth Maskell, Trisha Miles, Gerald Wilson, Timothy Ross, Heather Saldon, Sharlene Salter,
Regrets: Michaela Sam, Kevin Whalen, Dolly McIntyre, Chauncey Kennedy, Monica Farrell

Minutes Approval: Minutes from Dec 14, 2017 were missing. Will approve in the next meeting held in September 2018.

Business Arising

1. **First Aid Responders on Campus**- Discussed setting up a time for another First Aid Training for Staff & Faculty. A community email will go out when the date is decided.
2. **Fire Wardens during summer months**– Questions were raised as to who is responsible if the designated fire warden is away during the summer months. It is the responsibility of the fire wardens to delegate their responsibilities to someone in their department and to inform the Chief Fire Warden, Gerald Wilson.
3. **Fire Drill Reports**– Chartwells inquired about receiving a Fire Drill reports for Prince Hall, as they require a report for audit purposes. It was determined that Chartwells and Eastern Cleaners did not have a designated fire warden, which would be the person responsible for these reports. A fire warden training will be set up in the fall to remedy this oversight

Workplace Safety Concerns/ New Business

1. **Sharlene Salter:** It has been requested that the OH&S minutes be posted online. Tim Ross will submit the minutes to Rory in the Advancement Office after they have been approved.
2. **Patricia Chalmers:** Raised the question as to when the next training/info sessions will be offered regarding “First Shooter” and “Bomb Threats”? Alex Doyle suggested that the Fall months would be the best time for having these sessions and will look into the matter.

Meeting adjourned