

**University of King's College**  
**Occupational Health & Safety Committee**  
**Meeting Minutes**  
**February 27, 2019**

Present: Patricia Chalmers, Monica Farrell, Sheldon Gouthro, Elizabeth Maskell, Dolly McIntyre, Katie Merwin, Trisha Miles, Timothy Ross, Aaron Saldon,  
Regrets: Jennifer Nowoselski, Sharlene Salter, Devon Sheppard

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Minutes Approval: Minutes for December 12, 2018 **APPROVED** Chalmers/Gouthro

Business Arising

1. **Defibrillator (AED)** – Ms. McIntyre informed the committee that a defibrillator (AED) and wall mount cabinet have been ordered. This will provide the campus with two AED's. After some discussion the committee approved the placement of the unit in the lobby of Alexandra Hall. **ACTION:** Mr. Gouthro will visit Alex Hall to decide on the appropriate location and will manage installation on arrival. Once installed, Ms. McIntyre will notify campus of the location of both AED's as well as posting the information on King's website and registering the locations with the provincial website. Also, posters will be placed on campus identifying the AED locations.
2. **Snow Removal Policy** – Ms. McIntyre reported that a finalized policy will be released before the 2019-2020 academic year. Currently Facilities maintains a log of all snow removal during business hours. Ms. Chalmers raised concerns about after-hours snow removal, as the Library is open late into the evening. Ms. McIntyre noted that the Assistant Dean maintains a list of available students who are hired to shovel after business hours. **ACTION:** Ms. McIntyre and Mr. Gouthro will ensure that Facilities are involved in the final draft of the policy. Ms. McIntyre will check with the Assistant Dean to confirm after-hours procedures.
3. **Campus Emergencies Document** – Mr. Ross and Ms. McIntyre presented draft copies of the updated *Emergencies on Campus* document. Committee members requested inclusion of locations for AED's, eye wash stations, first aid kits and Naloxone kits. Also, it was decided that the document should be streamlined by removing some of the language and that text boxes be added. Finally, if possible, the document should be one-sided to increase readability. **ACTION:** Mr. Ross will present a final draft at the next meeting.

New Business

1. **Safety Coordinator** – Ms. McIntyre noted that the committee needs a new Safety Coordinator as Mr. Doyle has retired. The position is usually held by a Facilities member. **ACTION:** Mr. Gouthro will find a volunteer among Facilities staff and will notify Ms. McIntyre.
2. **Fire Drills** – An evening fire drill was held successfully in the autumn. However, the university must also hold fire drills during business hours to include staff and faculty. After discussion it is believed that a daytime fire drill has not occurred yet. **ACTION:** Mr. Gouthro will confirm this and plan other drills as required.

**Next Meeting** – The next meeting will be held in April 2019, on a Wednesday or Thursday with a 1:15pm start time. A doodle poll will be sent out in advance.