



Occupational Health Committee Minutes		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i>					
For Saskatchewan workplaces		A committee shall: a) record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee; b) post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns in the minutes are resolved.					
		The employer shall maintain a copy of the minutes and have them readily available for inspection by a committee member or an occupational health officer.					
Complete all information. Add additional rows and pages as required.							
Name of employer: College of Engineering – Occupational Health Committee							
Address: 57 Campus Drive					Total number of workers in the workplace: +/- 340		
Postal code: S7N 5A9		Phone Worksite: 306-966-5273					
address (if different than above)					Meeting date: Feb 26, 2026 14:30 Eng 2A15		
Postal code		Phone			Date of next meeting: May 28, 2026		
Email: enrg_ohc@usask.ca					Date of last meeting: Nov 27, 2025		
Employer co-chairperson Dr. Jafar Soltan				Worker co-chairperson Lowell Levenick (on behalf of Majak Mapiour)			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
1. Dr. Jafar Soltan	Management Representative / Co-Chair Exempt)	Y		6. Rob Peace	ME Lab Engineer / Employee Representative (ASPA)	Y	
2. Majak Mapiour	CBE Laboratory Engineer / Employee Representative/ Co-Chair (ASPA)	N		7. Hayden Reitenbach	CGEE Laboratory Engineer / Employee Representative	Y	
3. Cam Tarasoff	Engineering Shops Representative (CUPE)	N		8. Peyman Pourhaj	ECE Laboratory Engineer/ Employee Representative (ASPA)	Y	
4. N/A	Faculty Representative (USFA)			9. Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y	
5. Noreen Predicala	Administrative Office Representative	N		10. Lowell Levenick	Receiving Representative (CUPE)	Y	
				11. Lisa McCorrison	Safety Resources Representative	Y	
				12. Ravi Patil	Graduate Representative	N	

Item date/ number	Problem or concern Give full explanation and details Divide old/new concerns	Action taken or proposed Name of person responsible	Target date
1	Outstanding Business		
A	Search for a new OHC employee co-chair: Lowell L. and Dr. Jafar Soltan	<ul style="list-style-type: none"> Committee members were reminded to reach out to the existing Co-Chairs if they are interested in putting their name forward to be the next Co-Chair. Hayden indicated that he will be on leave soon and will ask Daniel Hamilton to replace him on the Committee. Daneil has past experience in a position of this caliber and may be interested. 	Ongoing
B.	<ul style="list-style-type: none"> Update on ESMS Metrics – CGEE and ECE Update on Lab Inspections – ECE 	<ul style="list-style-type: none"> Hayden indicated that they are about half completed in CGEE and will continue to work on gaining the ESMS Metrics. Peyman indicated that they have not yet completed lab inspections and will work with members of the committee to do so. He also was not sure where to get certain metrics, such as training records. Lowell indicated that Peyman should reach out to his Department Assistant or the Grad Office for this information. 	By next meeting in May
2	New Business		
A.	Strategies to Improve Building Re-Entry Procedures Following Fire Drills or Emergency Events: Lowell L.	<ul style="list-style-type: none"> Lisa indicated that if there is a false alarm or a fire which triggers the alarm, that this would be treated as the 'Drill'. Safety will not schedule a drill after this unless a college unit requests it. ACTION: Lowell will check with Andrea to see how Ag operates. Check with Majak to determine if Safety sent him a report following the two fire alarms we had recently. 	April
B.	Maintaining communication with Safety Resources to receive safety-related updates (e.g., fire drill cancellations): Lowell L.	Lisa indicated that she has assumed the responsibility of being the main point of contact for OHC committees at Safety Resources.	Done
C.	Request to Protective Services to unlock the Engineering Building doors before 9:00 a.m. on weekends: Maureen B.	<ul style="list-style-type: none"> ACTION: Jafar will follow up with Andrea regarding unlocking the building (Is it policy to unlock only the main door? Does Protective Services get notified when rooms are booked on weekends?) ACTION: Lowell will check with Dr. Niu to see what action was taken on the previous agenda item in November. 	April
D.	Ensuring Safety related responsibilities are maintained and understanding who is responsible for them (e.g., ERP, Webpage, Safety Signage, Safety Board): Lowell L. (see Attachment 1).	<ul style="list-style-type: none"> Lowell indicated that there is a significant number of safety related documentation that is out of date or no longer updated by Safety Resources. A suggestion was made for the college to consider hiring a college Safety Officer who can be the central person responsible for creating, updating, and maintaining all safety related documents, policies, etc. ACTION: Lowell to send information to Jafar to discuss with Glenda and Leadership. 	By next meeting in May
E.	First Aid Kits: Lowell L.	Lowell and Peyman discussed the First Aid Kit on the second floor which was presumed to have been put in place at the request of the ECE Department. Jason was under the impression that the Kit was being managed by the OHC/College. Lowell mentioned that the OHC/College had designated the central kits to be the three by the elevator and that per regulations we did not need four central kits. The suggestion is to either keep the kit in C Wing as an additional college asset, or take it down.	Ongoing

F.	AED Inspection and 2nd Floor AED Location: Lowell L.	<ul style="list-style-type: none"> • Lowell and Peyman suggested moving the AED to the Elevator on the second floor as Peyman believes that B Wing has significantly more traffic these days than C Wing. • Maureen indicated that the AED was initially placed in C Wing following an Alumni having a heart attack and Paramedics struggling to find a way to C Wing due to lack of direction. She suggested we keep the AED where it is so there is one available to the C Wing areas on the first and second floor. • Jafar asked who is qualified to use AED's or if they have been used. The committee believes that modern AED's are easy to use and that even individuals without training can use them in an emergency. The committee is unsure if they have been used or not. <p>ACTION: The committee suggests adding an AED on the second floor by the elevator to retain the consistency of the first and second floor while still allowing the C Wing AED to provide coverage in that area.</p>	Ongoing
3	Reports		
A.	Incident/Hazard Reports: Lisa M. Review of the 2025 Annual Reported Incidents (see Attachment 2).	<ul style="list-style-type: none"> • Lisa shared the report with the committee. She indicated that there is now separate reporting links for Staff and Students. 	Ongoing
Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)			
A.	First Aid Training: Lowell L.	<ul style="list-style-type: none"> • Lowell indicated that there were over ten individuals who expressed interest in taking First Aid Training and that an in-house course should be possible. • ACTION: Lowell will look to schedule an in-house training course with St. Johns Ambulance following the current term. 	
B.	Incident in 2D03: Maureen B.	<ul style="list-style-type: none"> • Maureen explained that a grad student may have been burning a biological substance within Dr. Dalai's Lab, room 2D03. An odor was present and soot was seen under the door (picture was provided). Maureen asked who should be contacted on a Sunday night when incidents like this occur? (Vent hood wasn't on, very little ventilation, etc.) • Lisa indicated that an incident report should be completed. • ACTION: Jafar will check with Dr. Baik to determine if there was a discussion with the Lab Manager / Student involved. (Was this an incident? What was the outcome?) 	
Distribute copies as follows: Copy 1 – Permanent committee files Copy 2 – Employer copy Copy 3 – Post on committee board for workers' information		To the best of my knowledge the above is an accurate record of this meeting <div style="text-align: right; margin-right: 100px;">  Majak Mapiour </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Employer co-chairperson <div style="text-align: center;">  </div> Worker co-chairperson </div>	

Attachment 1: Safety Related Responsibilities

Who is responsible for updating and maintaining:

- Emergency Response Plan? (Outdated since COVID)
- Evacuation Postings?
- Emergency Response Webpage?
- First Aid Volunteer Certificate records, training, email list-man?
- First Aid Kit and AED audits (Covered by Lowell / OHC for now, but is that something we should be responsible for as a committee as per terms of reference?)
- Fire Warden? (Is this still required? Does the College wish to still have one?)
- Safety Policies? (Biosecurity Protocol dated 2021, Emergency eyewash and safety shower function testing procedure link invalid, Health and Safety policy and procedure dated 2013, etc)
- Safety Checklists and Forms? (Link invalid)
- OHC Webpage?
- Safety Signage? (Lab Managers responsible for Lab Postings?)
- ESMS (Do we as an OHC body maintain this?)
- Safety Funding Allocation Requests?
- Multi-Gas Meters? (Where do they stay located? Who is responsible for them? Who ensures they receive proper maintenance?)
- Safety Days? (Is the OHC still involved at all?)

Attachment 2: Incident Report



2025 Reported Incident Statistic Summary

Safety Resources
Date: Jan 5, 2026

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PURPOSE

This report provides an overview of incident reporting trends at the University of Saskatchewan (USask) for the 2025 calendar year. It highlights safety metrics, including reported incidents, near misses, accepted WCB claims, and the most common injury types.

EXECUTIVE SUMMARY

Reported safety incidents in 2025 increased compared to 2024. Increased emphasis on reporting near misses and safety observations likely contributed to this change, indicating enhanced engagement in safety processes without evidence of declining safety performance. This increase is a positive trend that reflects stronger engagement and reinforces our focus on preventing injuries rather than responding after they occur.

USask employees reported **387 safety incidents** in 2025. Of these, **32 were time-loss injuries** (a decrease from prior years) and **53 required medical attention** (consistent with previous years). Additionally, **40 students** reported safety incidents.

The implementation of new, more accessible incident reporting system in 2026 is anticipated to lead to an increase in both employee and student reporting.

YTD - Reported Incidents

Employee	387
Student	40
Total	427

YTD - WCB Claims Summary as of Dec 31, 2025

Time Loss Claims	32
Non- Time Loss Claims	53

Active WCB Claims - personnel may be off work, participating in a Return-to Work Plan, or seeking medical treatment.

Top 5 Employee Incident Types - 2025

Slip Trip	62
Strain Sprain	57
Cut	34
Puncture	34
Contusion	30

Top 5 College / Units - 2025

WCVM	106
Campus Operations	81
College of Medicine	63
College of Ag Bio	29
Vice-President Research	13

LEADING INDICATORS

Reporting near misses and safety observations is a leading indicator of risk awareness and a proactive safety culture. These reports provide early signals of potential hazards, enabling organizations to identify and address risks before harm occurs. By acting on these insights, incidents can be prevented rather than managed after the fact.

A positive example of this was demonstrated with the Western College of Veterinary Medicine (WCVM.) In 2024 there were only 19 reported near misses and 3 “others” throughout campus. In 2025, Through targeted safety initiatives and the active promotion of near-miss reporting, the WCVM alone reported 12 near misses and 9 “others.” This proactive approach led to an increase in reported incidents, reflecting heightened engagement rather than increased risk.

METHODOLOGY

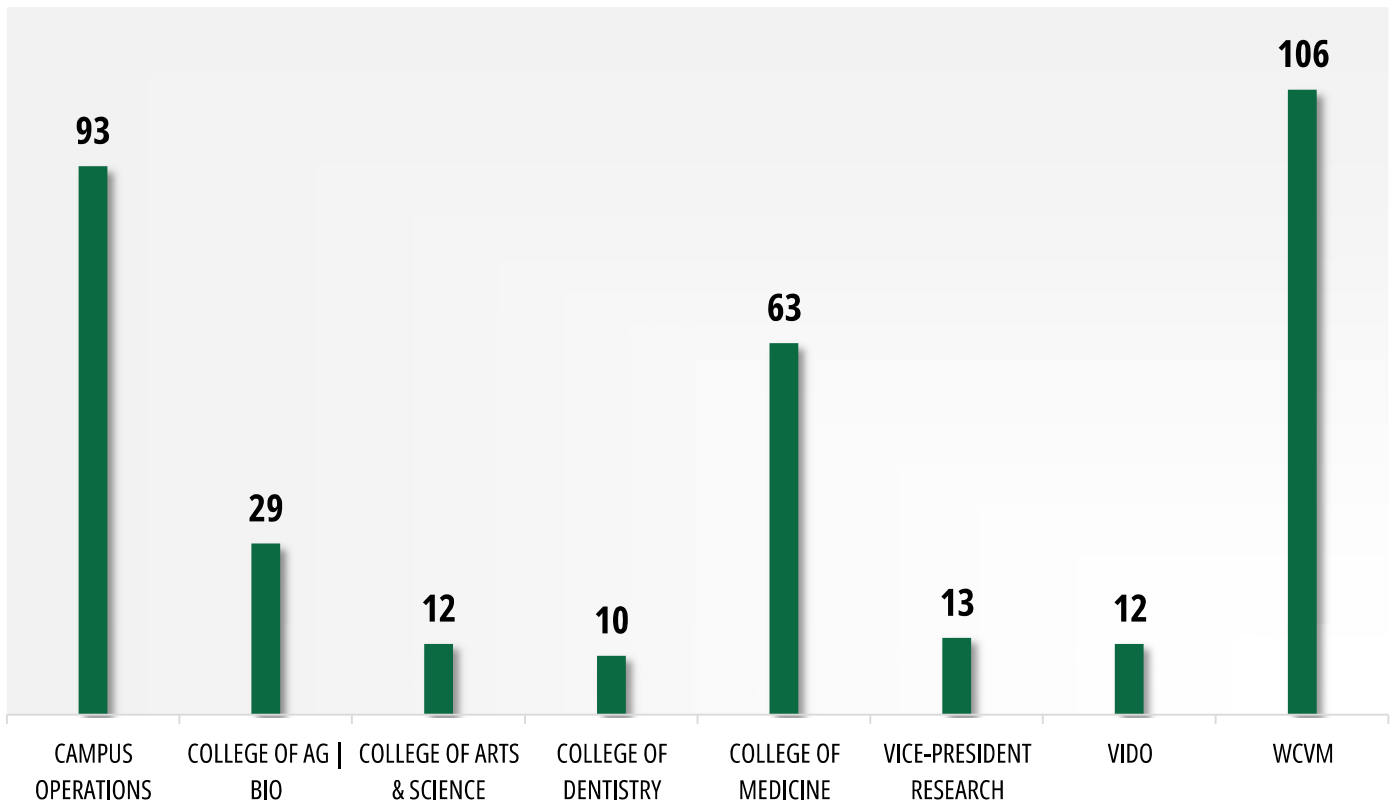
College / Units that have 9 or less reported safety incidents include

- | | | |
|--|--|--|
| <ul style="list-style-type: none">○ Vice-Provost TLSE○ Johnson Shoyama School of Public Policy○ Fedoruk Centre for Nuclear Innovation○ College of Pharmacy and Nutrition○ College of Education○ Library | <ul style="list-style-type: none">○ Health Sciences○ Human Resources○ Edwards School of Business○ College of Kinesiology○ College of Engineering | <ul style="list-style-type: none">○ President’s Office○ College of Nursing○ Global Institute for Water Security○ College of Graduate & Post-Doctoral Studies○ Information Communication Technology |
|--|--|--|

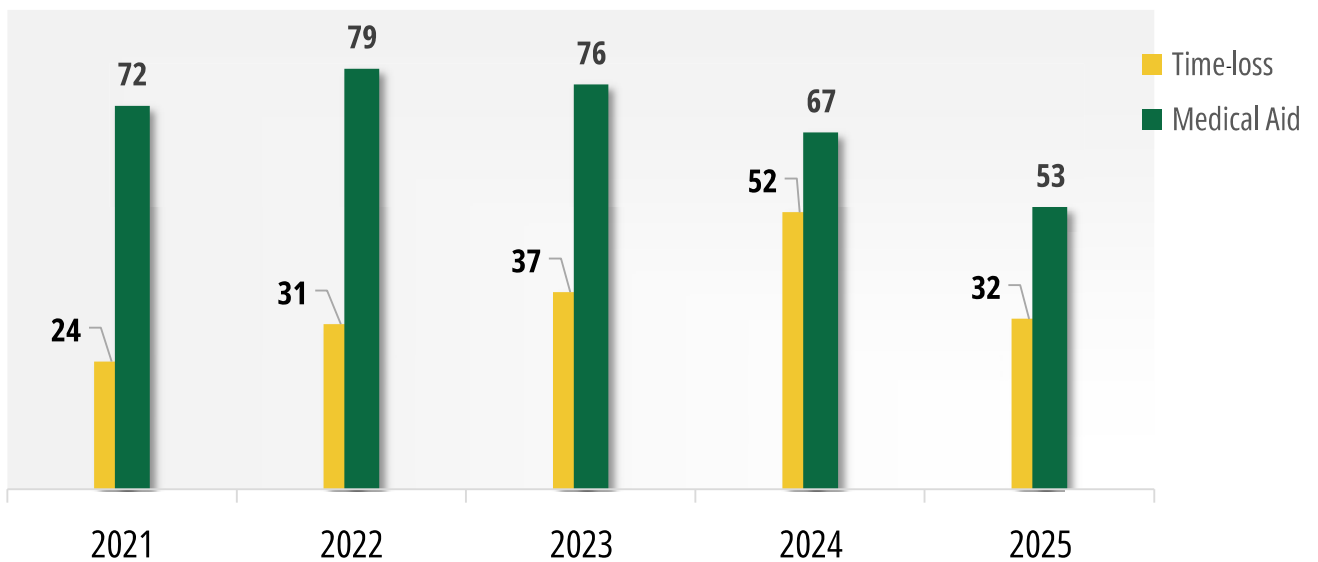
These departments are not included in the overall summary

Colleges / Units reporting more than 10 incidents have supplementary summaries below.

Reported Safety Incidents by College / Unit 2025

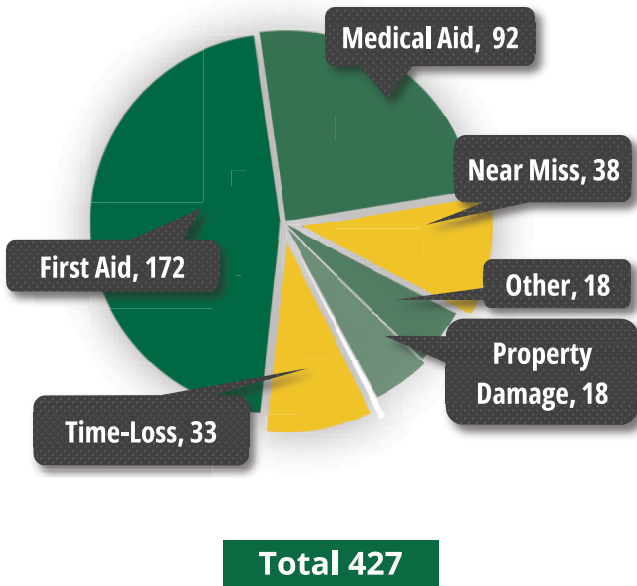


Campus-wide Comparison of WCB Time-loss and Medical Aids 2021 - 2025

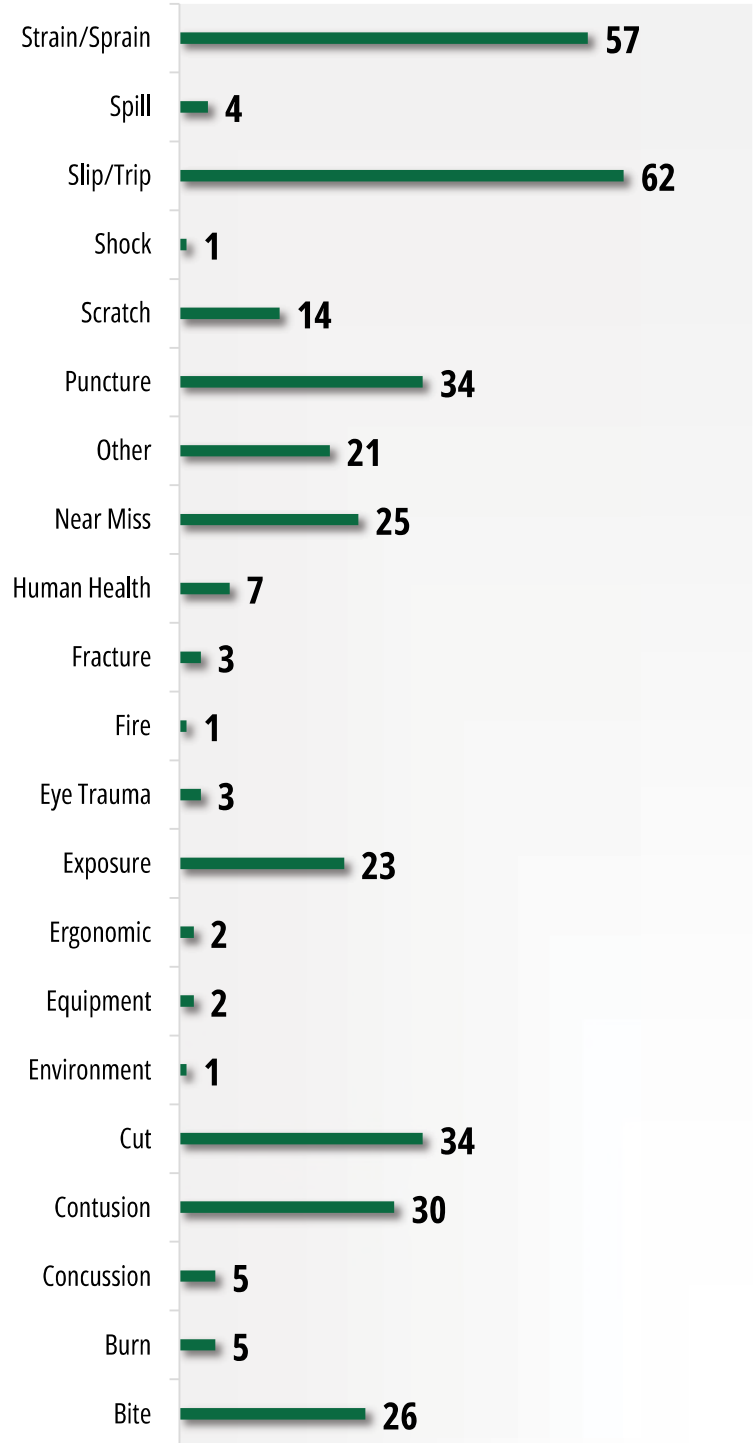


OVERALL SUMMARY

Reported Safety Incidents by Type
2025



Reported Safety Incidents by Classification
2025



Student Reported Safety Incidents 2025

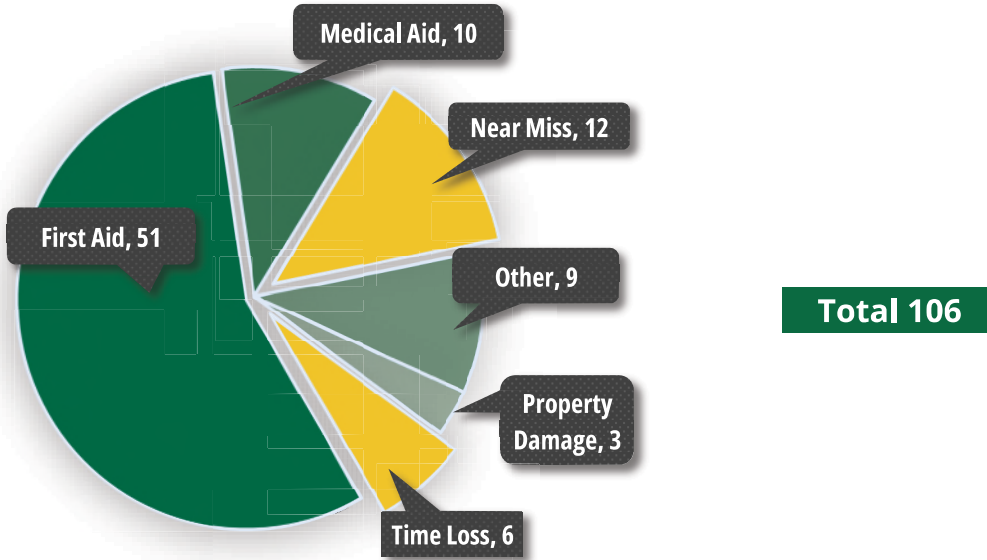
Bite	1
Burn	2
Contusion	2
Cut	4
Exposure	2
Fracture	4
Health	2
Near miss	1
Other	5
Puncture	6
Scratch	8
Slip Trip	2
Strain/Sprain	1
Grand Total	40

Incident classification provides a way to categorize safety incidents. Incidents may include more than one classification or be combined when needed for a more accurate depiction of incidents and be different than totals.

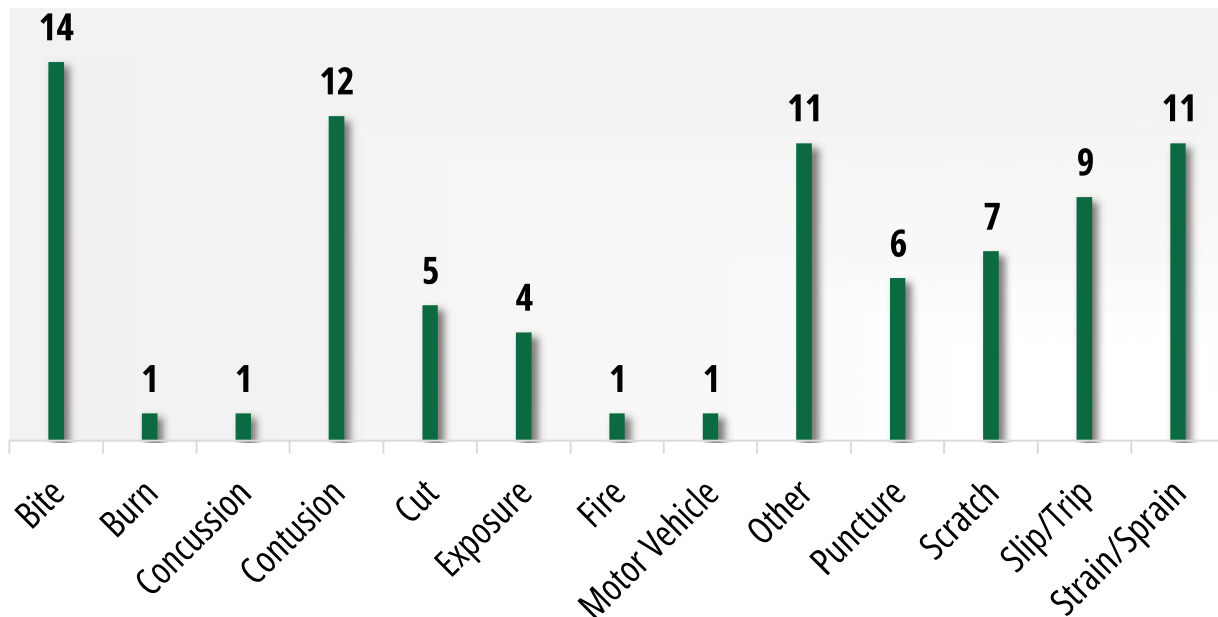
SUPPLEMENTARY SUMMARY

WESTERN COLLEGE OF VETERINARY MEDICINE

Reported Safety Incidents by Type
2025

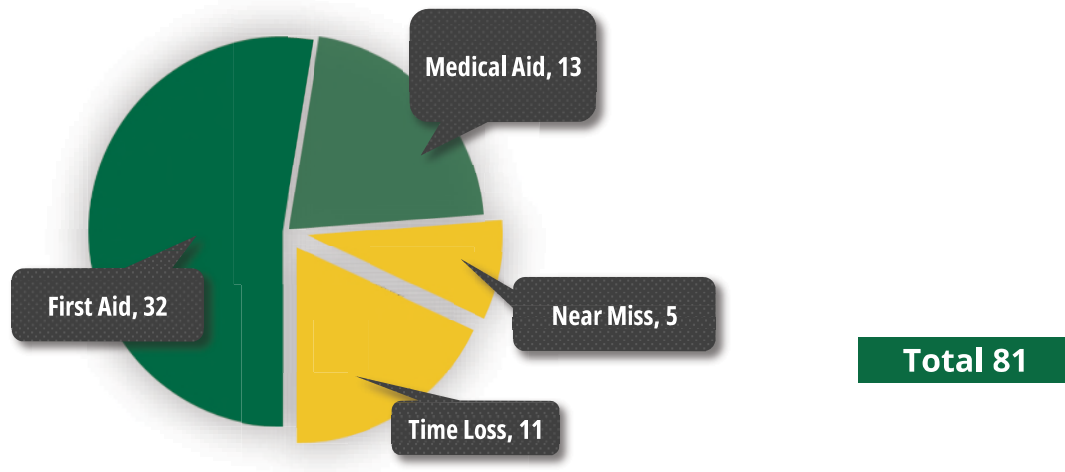


Reported Safety Incidents by Classification
2025

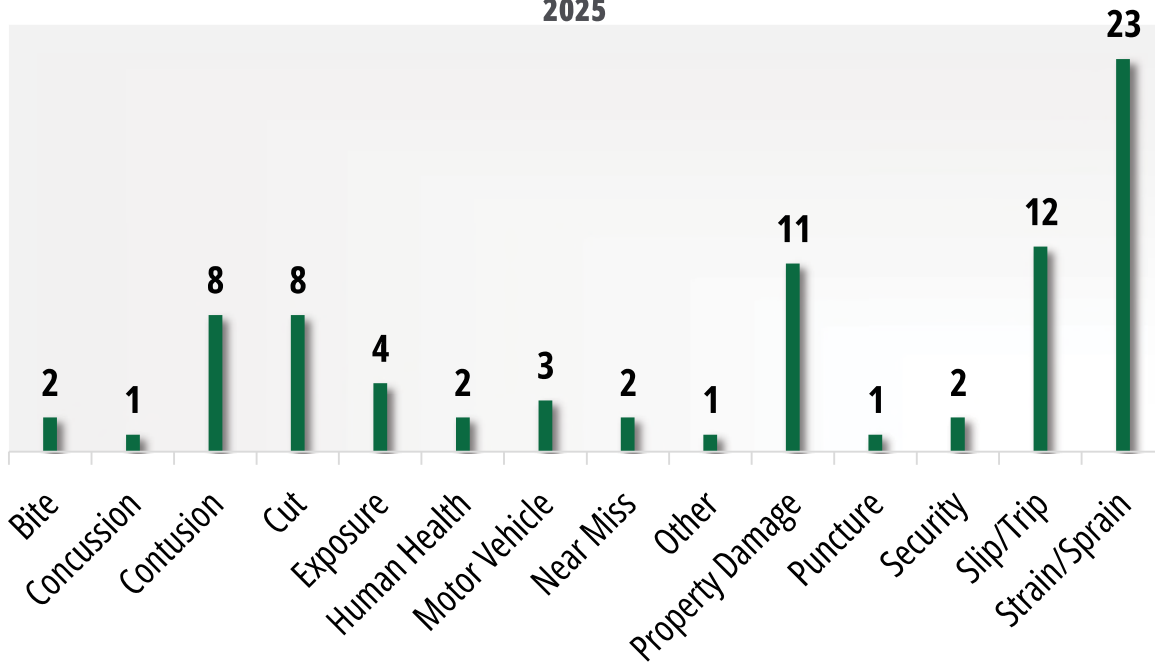


CAMPUS OPERATIONS

Reported Safety Incidents by Type
2025

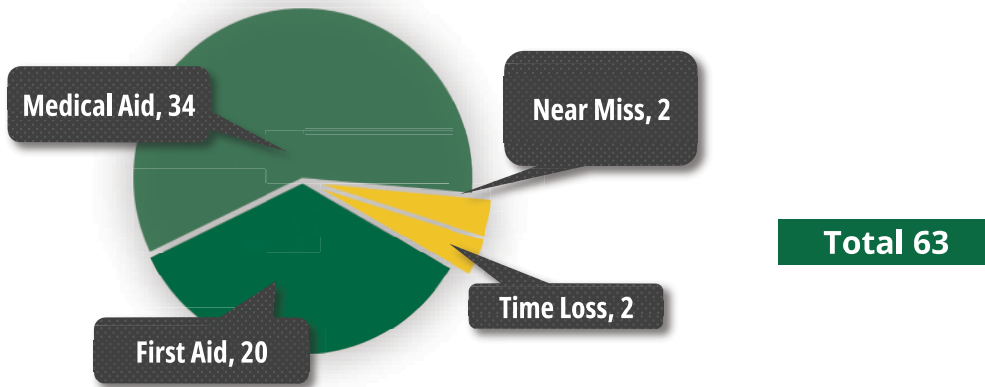


Reported Safety Incidents by Classification
2025

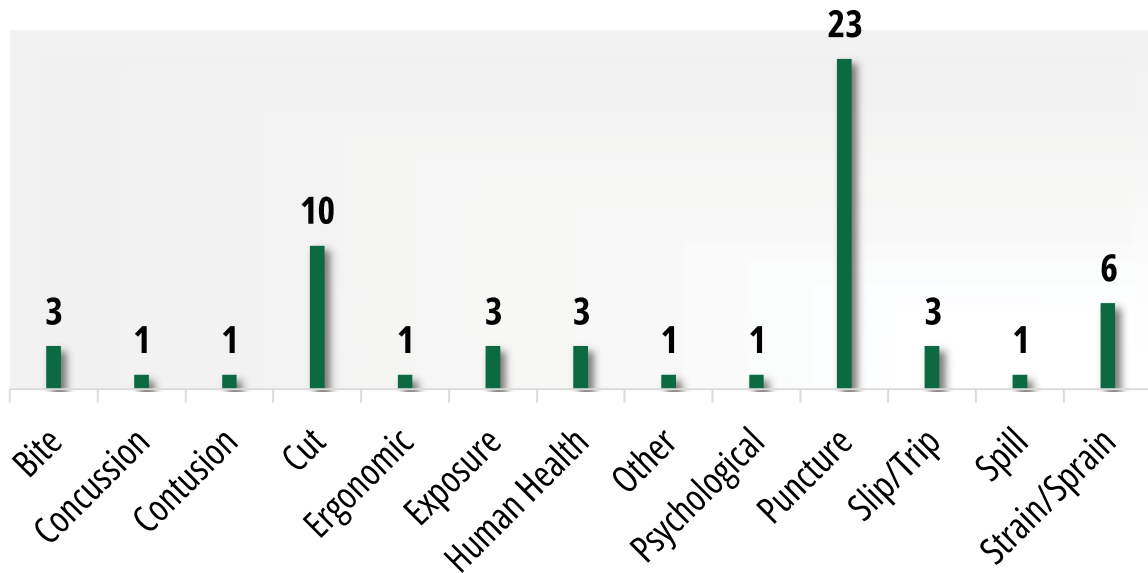


COLLEGE OF MEDICINE

Reported Safety Incidents by Type 2025

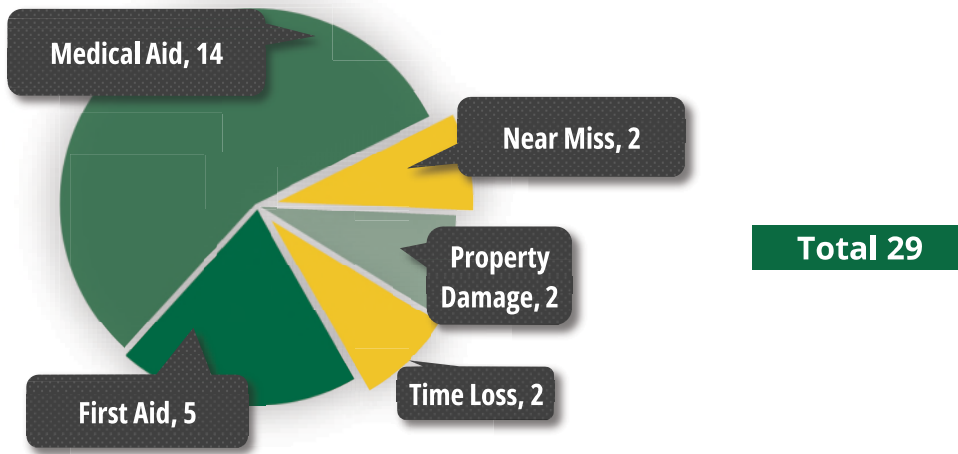


Reported Safety Incidents by Classification 2025

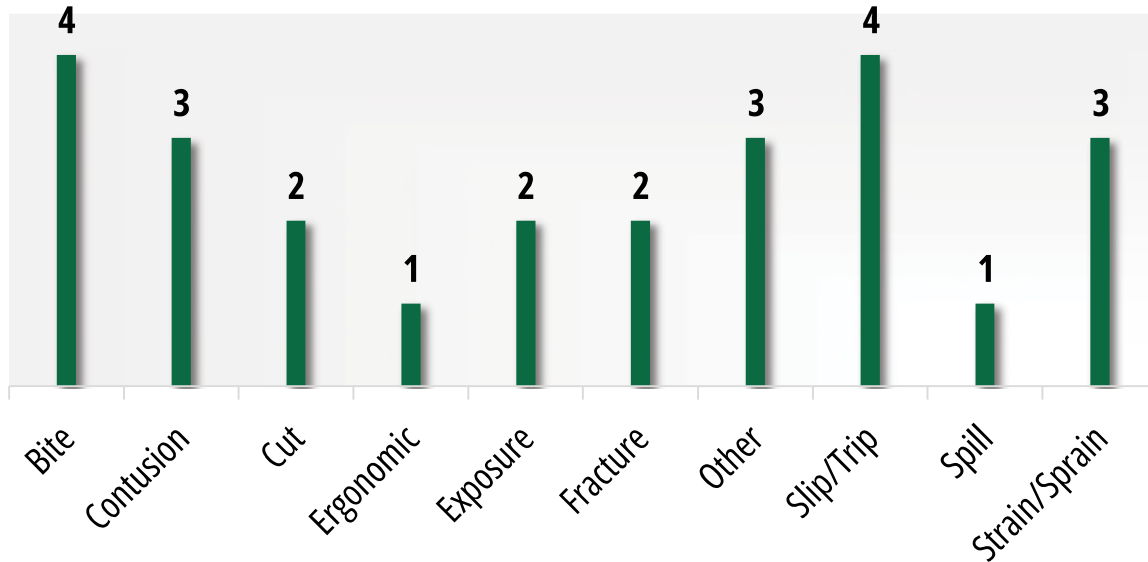


COLLEGE OF AGRICULTURE AND BIORESOURCES

Reported Safety Incidents by Type 2025

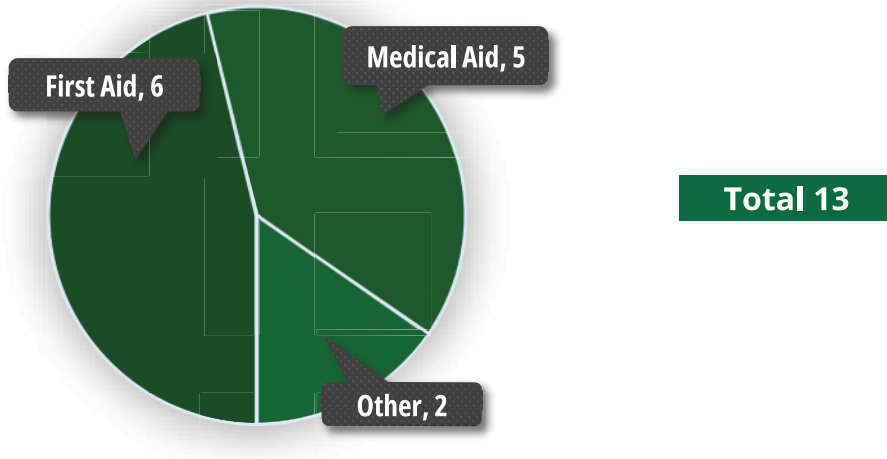


Reported Safety Incidents by Classification 2025

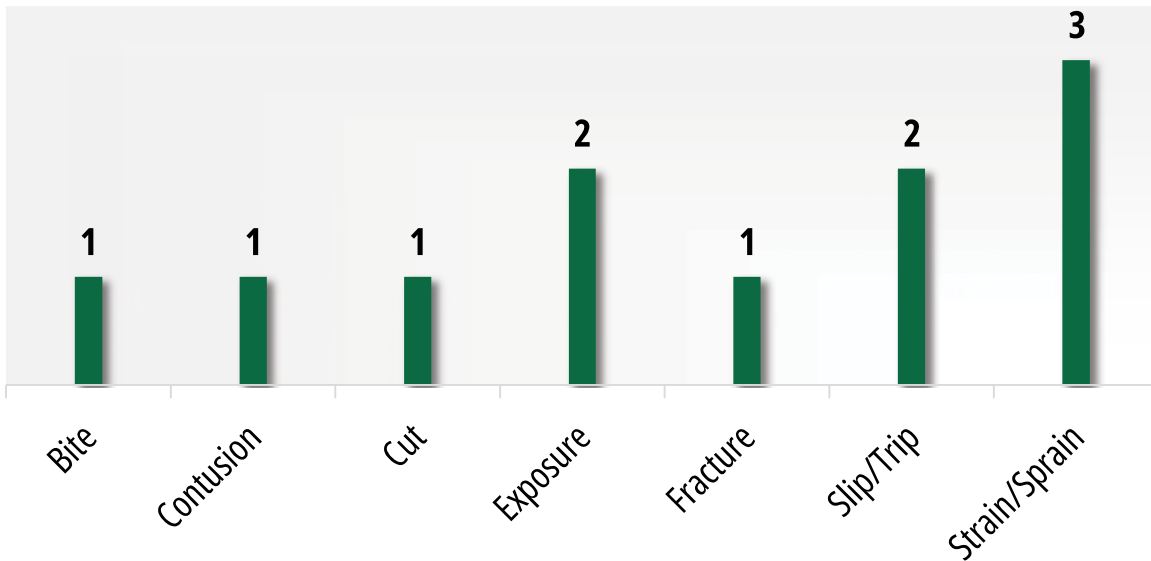


VICE-PRESIDENT RESEARCH

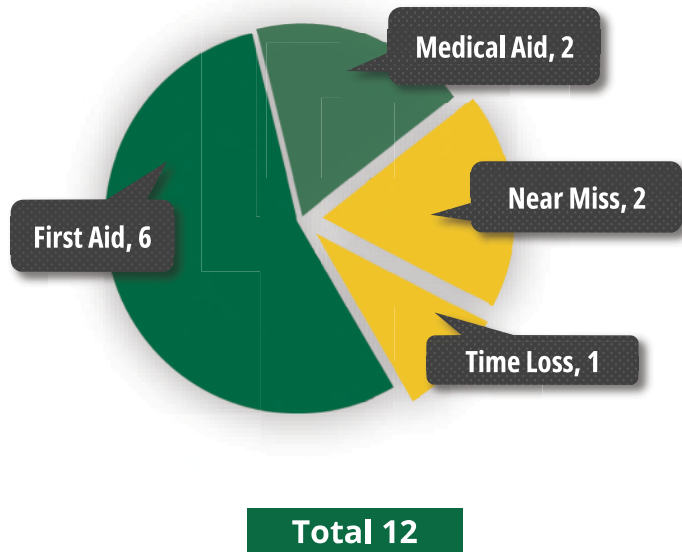
Reported Safety Incidents by Type
2025



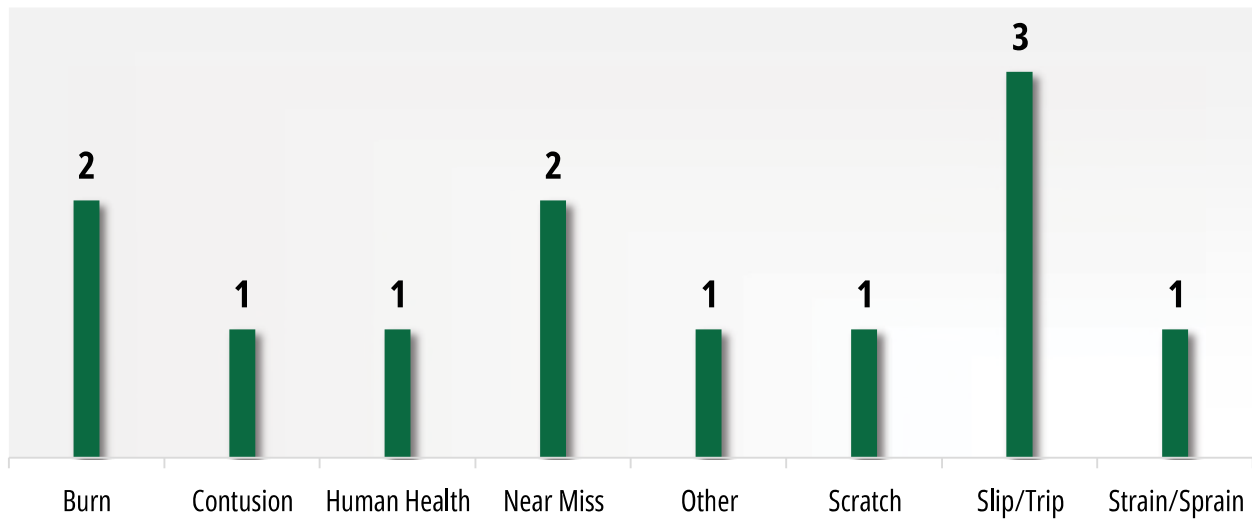
Reported Safety Incidents by Classification
2025



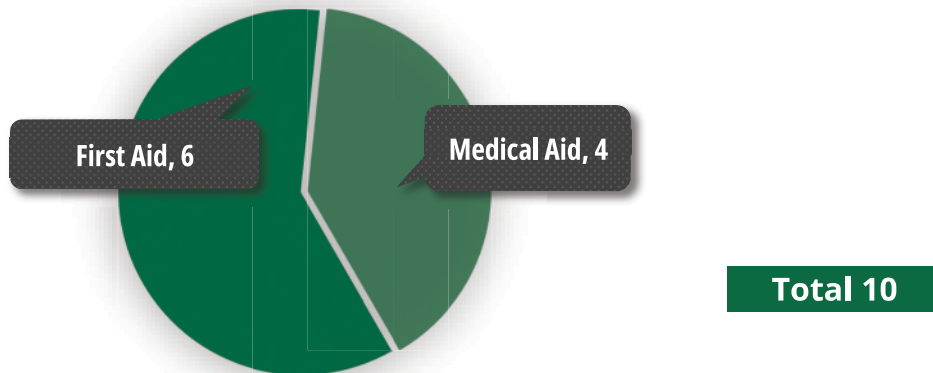
Reported Safety Incidents by Type
2025



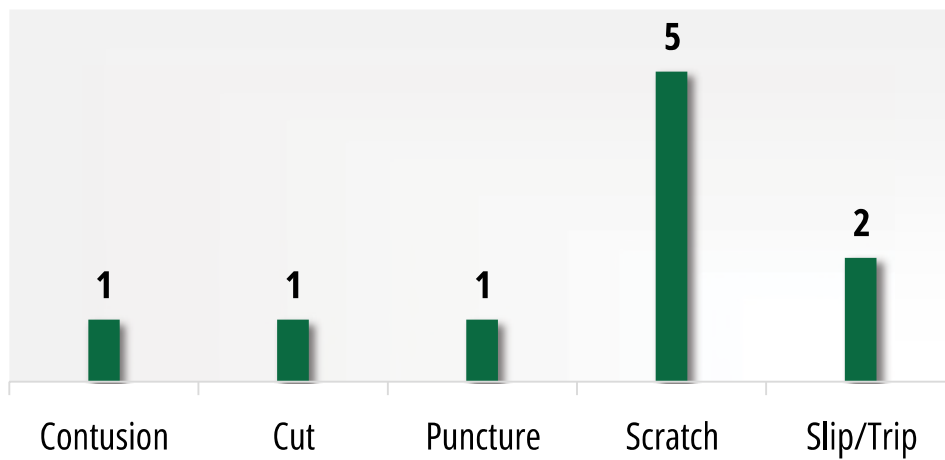
Reported Safety Incidents by Classification
2025



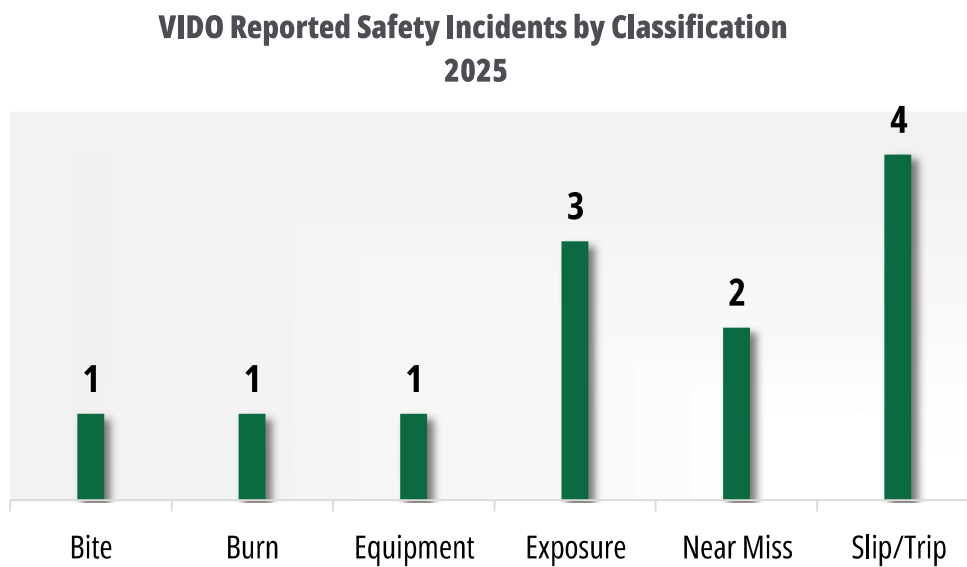
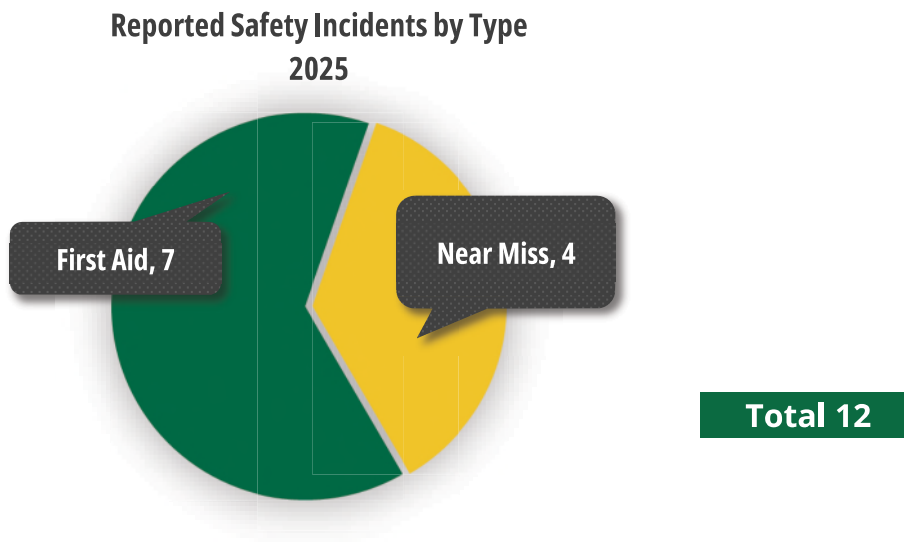
Reported Safety Incidents by Type
2025



Reported Safety Incidents by Classification
2025



VACCINE & INFECTIOUS DISEASE ORGANIZATION (VIDO)



USask acknowledges that we live and work on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another

THANK YOU

For your continued commitment to safety. Your efforts in reporting incidents, near misses, and safety observations play a vital role in creating a safer workplace for everyone. Every report—no matter how small—helps identify risks, prevent incidents, and improve our safety culture.



UNIVERSITY OF
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BE WHAT THE WORLD NEEDS