Occupational Health Committee Minutes

For Saskatchewan workplaces

Per section 4-5 of *The Occupational Health and Safety Regulations, 2020*

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: May 28, 2026 14:30 Eng 2A15
Postal code / Phone	Date of next meeting: TBE
Email: **engr_ohc@usask.ca**	Date of last meeting: Feb 26, 2026

Employer co-chairperson: Dr. Jafar Soltan

Worker co-chairperson: 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)	N	
2. Majak Mapiour	CBE Laboratory Engineer / Employee Representative/ Co-Chair (ASPA)	Y		7. Hayden Reitenbach	CGEE Laboratory Engineer / Employee Representative	N	
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)	N	
	Administrative Office Representative			10. Lowell Levenick	Receiving Representative (CUPE)	Y	
5. N/A				11. Lisa McCorriston	Safety Resources Representative	Y	
				12. Ravi Patil	Graduate Representative	Y	

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.	• **Update on ESMS Metrics – CGEE**	The CGEE representative was absent from the meeting. Majak will follow up with them and provide an update at the next meeting.	**Postponed**
B.	**Clarification and Follow-up on Corrective Actions Related to the Incident in Room 2D03.** *Majak L.*	Discussion was held with HQPs, and both immediate and long-term corrective actions were implemented following the incident.	**Done**
2	**New Business**		
A.	**Lowell will provide an overview and transition information regarding OHC responsibilities previously managed by him, including:** *Lowell L.* • AED audits and stocking • First aid kit audits and stocking • First aid training coordination, including maintaining training certificates and arranging training for individuals Discussion on continuity and reassignment of these responsibilities following Lowell's resignation.	• Lowell provided an overview of the first aid kit and AED inspection program, including inspection frequency, documentation procedures, issue reporting requirements, and the electronic storage location for inspection records. **Next Meeting Agenda Item:** The committee will discuss how responsibilities currently assigned to Lowell will be redistributed following his departure from the committee	**Ongoing**
B.	Review and discuss the meeting minutes between the College and Safety Resources regarding clarification of safety-related responsibilities. ***Majak L.***	• Majak provided an update on a recent meeting with Safety Resources regarding the clarification of safety-related responsibilities pertaining to Occupational Health and Safety (OHS). The key takeaways from the meeting were reviewed with the committee (see Attachment 1). • Given that several committee members were absent, Majak recommended that the topic be brought forward for a broader discussion at a future meeting to allow all members an opportunity to review the information, ask questions, and provide input.	**Ongoing**
3	**Reports**		
A.	**Incident/Hazard Reports:** *Lisa M.*	Lisa reported three incidents that recently occurred on campus: • A worker sustained a broken leg after slipping on a snow-covered surface. • A slip-and-fall incident occurred that did not result in any lost time or injuries requiring time away from work. • Smoke was generated in a laboratory after biomass material was inadvertently placed in an incorrect oven.	**Ongoing**

Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety

A.	**First Aid Kit Supplies**. *Lowell L*	The committee was informed that, although Lowell is no longer a member of the committee, he has indicated that he is willing to continue assisting with the ordering and replenishment of first aid kit supplies as needed
B.	**Gas Cylinder Cage Access**. *Lowell L*	The committee discussed the need to remind students that appropriate attire is required when accessing the gas cylinder cage. Students wearing shorts or open-toed footwear will not be permitted access
C.	**Committee Membership Changes**	The committee was informed that two members have resigned from the committee. The vacancies and any resulting impacts on committee operations and responsibilities will be discussed at a future meeting.

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

Employer co-chairperson  Worker co-chairperson Majak Lai

Attachment 1: Safety Responsibilities Discussion – Agenda and Key Takeaways

The College met with Safety Resources in April 2026 to discuss and clarify the respective responsibilities of the College OHC and Safety Resources. The agenda and key takeaways from that discussion are provided below.

Agenda

The following is a list of Safety Related Documents, Web Spaces, and Responsibilities that I am making aware of to College Leadership which we are seeking clarification on who is responsible for them. As indicated by Jeff Lindsay from Safety Resources, as an Occupational Health Committee (OHC) we should not be spending time of our meetings discussing 'Administrative related tasks' which seems to include documents, web pages, etc. as the Ministry does not wish to see these reflected on the Meeting Minutes.

• Emergency Response Plan – Previously updated by Pat Hauser, Safety has said they will no longer maintain this document. Outdated since 2020.
• Emergency Evacuation and Response Postings – Updated to 2026 by Pat Hauser before he departed. Unclear if Safety will maintain these, but unlikely if they will not maintain our ERP. Unsure where the existing files are.
• Biosecurity Protocol Document – Last Updates 2021.
• CoE Health and Safety Policy and Procedure – Last Updated 2013.
• Power Outages Procedure – Last Updated 2012.
• CoE Laboratory Safety Management System (SMS) & HAZOP Protocol – Last Updated 2018. Is this the old version of our ESMS?
• Engineering Safety Management System (ESMS) – This was made by the old LSC, but is this considered an 'Admin' document now? Is the OHC responsible for maintaining this?
• Overall Safety Related Policies and Procedures – If OHC is not to handle or discuss 'Admin related policies and procedures' who is responsible for these?
• CoE Safety Postings Board – Is the OHC maintaining this or is this another
• Safety Page of College Website – Checklist and Forms button does not work.
• OHC Page – Who will update and maintain this page? (Still refers to WSEP which I believe is the old name of Safety Resources?) Committee Membership Outdated.
• Emergency Response Page – Still refers to Floor and Door Guards, which we no longer have. Building Warden is outdated.
• Safety Funding – If we are not to discuss Funding Requests at meetings, Co-Chairs will need to determine a separate method of reviewing and approving funding requests.
• First Aid Kits and AED's – I presume this is still something to be maintained by the OHC, but is this also something that the Ministry would not want us focusing on? We need clarification on this.
• First Aid Training: Booking and Managing Certificates – I have been the one mainly organizing First Aid training for departmental staff, but who is this ultimately the responsibility of? Is the OHC responsible for maintaining the First Aid Certificates of College Members? Is the Departments?
• Orientation and Exit Forms – Safety Documents? Or 'Admin' Documents? I ask because the templates for these are kept in the ESMS Folder.
• Laboratory Door Safety Postings & Floor Tape – Terry F. hired a summer student who took care of this initially, but who is responsible for maintaining these? Is it up to the individual lab managers to replace the caution tape if it wears away?
• Incident Reports – The OHC used to get Injury reports from Human Resources, but now we do not. Jeff has stated that they only provide to us the 'Statistics' and not specific incidences. In Agriculture, they were told there was 'No incidences' on the statistics because it was less than 8, but their OHC was aware of several incidences that had happened in that month. Who is responsible for checking in on these incidents? If something happens in a Lab or Department, is the Lab Manager or Department made aware? Why is the OHC?

• Shared Lab Spaces and Animal Science – Just needing an understanding here of who is responsible for shared lab spaces (do the Departments that share these spaces work together on inspections, supervision, etc?). Natallia from Ag Bio OHC asked me who is responsible for the Engineering spaces in Animal Science, I presume the College?

Key takeaways

- ERP templates and related safety templates are expected to be available on the Safety Resources website this summer. Departments and colleges will be responsible for maintaining and updating their own documents.
- To reduce confusion with the OHC structure, it was recommended that the term “Department Safety Committee” be changed to “Department Safety Team.”
- A preference was expressed for a more centralized safety management system through the Safety Resources repository. College-level safety processes, procedures, and ESMS documents should align with and not contradict institutional Safety Resources guidance.
- In general, most safety-related responsibilities fall under the College OHC’s responsibilities and should be reviewed in accordance with OHC guidelines.
- The current Fire Warden Program structure is not mandatory in its present form; however, colleges may continue maintaining their existing structure if they choose.