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: Sept 24, 2026 14:30 Eng 3B60
Postal code / Phone	Date of next meeting: TBE
Email: **engr_ohc@usask.ca**	Date of last meeting: May 28, 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	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	
	Administrative Office Representative			10. N/A	Representative (CUPE)	Y	
5. N/A				11. Lisa McCorriston	Safety Resources Representative	N	
				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.	• **We are looking for someone to assume responsibility for the following duties.** *Majak M.*
	  • AED audits and restocking
	  • First aid kit audits and restocking
		• Hayden volunteered to assume responsibility for AED and first aid kit inspections.	**Done**

2	**New Business**		
A.	Discuss the feasibility of implementing regular College-wide first aid training for graduate students, including the possibility of offering training sessions twice per year. *Hayden R.*	• College-wide training was deemed unfeasible; PIs should arrange training for their students and HQPs as needed.	**Done**
B.	• **OHC Membership – New Member** • Natasha Burlinguette has expressed interest in joining the OHC. Discuss her potential appointment with the committee and the next steps for confirming her membership. *Majak M.*	• OHC Membership: Members approved appointment to the OHC. Majak will contact her to confirm her membership.	**Done**
3	**Reports**		
A.	• **Incident/Hazard Reports:** *Lisa M.*	• Lisa's Replacement: Lisa's replacement will be announced shortly.	**Ongoing**

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

A.	**Construction Safety:** Ensure proper signage and caution tape around construction areas, including signs inside the building to	Majak will contact Shaun to follow up on the concern.
B.	**2026 Inspection Metrics:** Develop and agree on new inspection metrics for 2026.	Rob P. will identify and propose key areas of focus for the inspections.

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 