

Occupational Health Committee Minutes For Saskatchewan workplaces		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i> 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: Oct 30, 2025 , at 14:30 ENG2A15		
Postal code		Phone			Date of next meeting: TBD		
Email: enrg_ohc@usask.ca					Date of last meeting: May 30, 2025		
Employer co-chairperson				Worker co-chairperson			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
1. Dr. Catherine Niu	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)	Y		7. Hayden Reitenbach	CGEE Laboratory Engineer / Employee Representative	N	
3. Cam Tarasoff	Engineering Shops Representative (CUPE)	Y		8. Peyman Pourhaj	ECE Laboratory Engineer/ Employee Representative (ASPA)	N	
4. N/A	Faculty Representative (USFA)			9. Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y	
5. Noreen Predicala	Administrative Office Representative	Y		10. Lowell Levenick	Receiving Representative (CUPE)	N	
				11. Jeff Lindsay	Management Representative / Co-Chair Exempt) 2 ND	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. 30/05/ 2024	Address Inconsistent Water Temperature in Eyewashes. M. Mapiour	- Unresolved; see Attachment 1 for work order history - Jeff L. will provide a letter template to allow issue escalation to higher management. Once the letter template is ready, Dr. Niu and the committee together with Andrea B. will finalize the content, and Dr. Niu will forward it to higher management.	Unresolved
2	New Business		
A.	CBE OHC Lab Inspections – External. M. Mapiour OHC member participation in CBE safety inspection on November 13.	Rob P. will join the next CBE inspection as an external OHC member.	Done
B.	Safety Signage – Emergency Contact. L. Levenick Who owns updating/maintaining posted “Emergency Contact” lists (offices & first-aid kits)?	Item deferred until Lowell is back.	Deferred
C.	Safety Board. L. Levenick Do we still need the public-facing OHC board near the Dean’s Office beyond posting required minutes?	A physical board is required for posting the minutes as per OHC requirements. Jeff L.	Done
D.	AEDs. L. Levenick Who is responsible for AED maintenance (Safety or CBE), and can we proceed with pads/battery replacements?	- Jeff L. installed new AEDs. - Central AED maintenance is the responsibility of the college. - Dr. Niu will contact Andrea B. to confirm who is responsible for maintaining the Electrical Department AED, as it is part of the centrally managed units maintained by the college.	Done
3	Reports		
A.	Incident/Hazard Reports:	Two incidents occurred: one in which a student’s finger was caught in a pinch point, and another involving a minor hand burn. Corrective actions taken included an engineering design modification for the pinch hazard and hazard elimination for the burn incident.	Ongoing
Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)			
A.	On weekends, the entrance door is often not unlocked by those responsible, resulting in occupants prying it open with sand pails. This practice poses a security risk by potentially allowing unauthorized access to the building.	Dr. Niu will contact Andrea B. to identify and implement a solution.	
B.	Personal safety issue: the current office design does not promote a clear escape route for student counselors when dealing with distressed or potentially aggressive individuals.	- Further discussion is needed to develop appropriate design and administrative corrective measures. - In the meantime, student counselors are advised to use the panic button on the USafe app and ensure that no consultations extend past 4:30 p.m.	
Distribute copies as follows: Copy 1 – Permanent committee files Copy 2 – Employer copy Copy 3 – Post on committee board for workers’		To the best of my knowledge the above is an accurate record of this meeting Catherine Niu Majak Mapiour	

information	Employer co-chairperson	Worker co-chairperson
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Attachment 1: Eyewash Stations Issues: Work order history

Description	Status	Property	Date Created
ENG 1C30: The water of the tap next to the entrance door of 1C30 for the cold line is hot. Both lines have hot water.	CLOSED	1	18-Jun-24
ENG 3B49: URGENT - Hot water is in the cold water pipes, noted in 3rd floor bathroom- we need this fixed as this affects emergency eyewash stations and showers.	CLOSED	1	14-Jun-24
ENG: resolve hot water in toilet issues for bathrooms in AWING and BWING	CLOSED	1	18-Mar-24
ENG - 3B53 - Toilets flushing hot water	CLOSED	1	7-Mar-24
ENG - ENTIRE BUILDING - Still having hot water mixing issues in the building. Water in cold lines is hot around the building. Eyewashes, toilets, etc.**CANCELLED - DUPLICATE TO WO 2413156 **	CANCELLED	1	4-Oct-23
ENG - 3B53 - The toilets in the men's washroom are flushing in hot water (IE the toilets are steaming). This may be a larger issue with water pressure or heaters, please check if possible.	CLOSED	1	19-Sep-23
ENG - Throughout the Building - Hot water coming out both cold/hot taps and hot water running in toilets.	CLOSED	1	28-Aug-23
ENG - 2B01 - 2 of the three toilets have hot water coming to them. - BST said the would not be able to repair.	CLOSED	1	21-Oct-22
ENG 2B01: urinals in washroom by room 2C02 are pumping out hot water	CLOSED	1	10-Jun-22