

Occupational Health Committee Minutes For Saskatchewan workplaces		<i>Per section 4-5 of 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 – Local Safety 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 27, 2025 , at 14:30 ENG2A15		
Postal code		Phone			Date of next meeting: May 29, 2025		
Email					Date of last meeting: Oct 31, 2024		
Employer co-chairperson				Worker co-chairperson			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
1. Jeff Lindsay	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	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)		N	9. Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y	
5. Noreen Predicala	Administrative Office Representative	Y		10. Lowell Levenick	Receiving Representative (CUPE)	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. <i>Jeff L.</i> Unresolved; see Attachment 1 for work order history	Jeff will continue discussions with Andrea regarding the issue. Andrea noted that a newly assigned Assistant Manager may have a potential solution.	Deferred
B. 30/05/ 2024	Review safety concerns related to high pressure and temperature units in the Bioprocessing area of CBE. <i>Majak M.</i>	• The bioprocessing area is expected to undergo major renovations. The matter has been deferred until after construction.	Deferred
C. 30/05/ 2024	• Request for Orientation Form Modification: <i>Lowell L.</i> • <i>Seeking Clarification on Mandatory Laboratory Safety</i> Lowell is expected to follow up with Greg	No updates from Greg. As these forms are managed by the Department Administrative Team, not the OHC, it was suggested to remove them from the agenda for now, with the option to revisit if needed.	Completed
D. 30/05/ 2024	• Request for Amendment to Exit Form: <i>Lowell L.</i> Lowell is expected to follow up with Greg	Greg from IT confirmed that College-level forms, including the Amendment to Exit Form, won't be reviewed until late summer. It was suggested to remove item D, with the Admin team following up later.	Completed
2	New Business		
A.	• Scheduling the next lab inspection for each department	Rob will continue discussions in Teams. Jeff noted OHC only needs one inspection item per meeting, and Lab Inspections shouldn't be duplicated. Rob added that external inspections are often done by current or former OHC members, making them redundant.	Completed
3	Reports		
A.	Incident/Hazard Reports:	An incident report is covered by Jeff.	Ongoing
B.	Safety Resources Update:	Jeff noted that the Ministry and Safety Resources requested Facilities SBAs to withdraw from OHCs. The committee agreed to remove items 8B and 8C.	Completed
C.	Facilities Update:	Jeff noted that the Ministry and Safety Resources requested Facilities SBAs to withdraw from OHCs. The committee agreed to remove items 8B and 8C.	Completed
Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)			
Requests for Safety Items Funding:			
The committee discussed forming a Sub-Committee to handle Safety Funding requests separately from OHC meetings. It is unclear whether leadership approval is needed. Separate minutes and a designated storage location for records would also be required.			
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>Majak Mapiour</div>	
		Employer co-chairperson	Worker co-chairperson

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