


<b>Occupational Health Committee Minutes</b>  <b>For Saskatchewan workplaces</b>		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.					
<b>Complete all information. Add additional rows and pages as required.</b>							
Name of employer: <b>College of Engineering – Local Safety Committee</b>							
Address: <b>57 Campus Drive</b>					Total number of workers in the workplace: <b>+/- 340</b>		
Postal code: <b>S7N 5A9</b>		Phone Worksite: <b>306-966-5273</b>					
address (if different than above)					Meeting date: May 29, 2025, at 14:30 1C102		
Postal code		Phone			Date of next meeting: Sept 25, 2025		
Email					Date of last meeting: Feb 27, 2025		
Employer co-chairperson: Elise Bird				Worker co-chairperson: Majak Mapiour			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
1. Elise Bird	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)	Y	
4. N/A	Faculty Representative (USFA)		N	9. Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y	
5. Noreen Predicala	Administrative Office Representative		N	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	<b>Outstanding Business</b>		
A. 30/05/ 2024	<ul style="list-style-type: none"> <li>Address Inconsistent Water Temperature in Eyewashes. <i>Jeff L.</i> Unresolved; see Attachment 1 for work order history</li> </ul>	Majak will consult with Jeff to determine whether this deferred agenda item can be removed from future agendas.	Deferred
B. 30/05/ 2024	<ul style="list-style-type: none"> <li><b>Request for Orientation Form Modification:</b> <i>Lowell L.</i></li> <li><i>Seeking Clarification on Mandatory Laboratory Safety</i> Lowell is expected to follow up with Greg</li> </ul>	The matter falls under administrative responsibilities, and the admin team is now responsible for addressing and rectifying the issue.	Done
C. 27/02/ 2025	<ul style="list-style-type: none"> <li><b>To review and discuss the implemented changes to the structure of agenda reports:</b> <i>Majak M</i> See Attachment 2 for details</li> </ul>	Implemented and accepted by the committee	Done
2	<b>New Business</b>		
A.	<b>Fire Extinguishers and Fire Hoses:</b>  <b>Lowell L</b> <ul style="list-style-type: none"> <li><i>Inconsistent signage placement across the College.</i></li> <li><i>Need to clarify who installed the signage and what guidelines apply.</i></li> <li><i>Concern raised about extinguishers and hoses being stored in the same cabinet—requires confirmation from Facilities.</i></li> </ul>	Lowell will contact Safety Resources to obtain clarification on the matter.	Deferred
B.	<b>Emergency Response Plan (ERP):</b>  <b>Lowell L</b> <ul style="list-style-type: none"> <li><i>Current ERP is outdated (2020 version).</i></li> <li><i>Clarification needed on who is responsible for updates and what revisions are required.</i></li> </ul>	Majak will contact Glenda to determine who is responsible for updating and maintaining safety documents, procedures, and related information on the website.	Deferred
C.	<b>College Safety Web Page: Lowell L</b> <ul style="list-style-type: none"> <li><i>Web content is outdated (e.g., Fire Warden and committee member listings).</i></li> <li><i>Committee should review and update the page to reflect current personnel and responsibilities.</i></li> </ul>	Majak will contact Glenda to determine who is responsible for updating and maintaining safety documents, procedures, and related information on the website.	Deferred
3	<b>Reports</b>		
A.	<b>Incident/Hazard Reports:</b>	No incident report was shared.	Ongoing

4	Lab Inspection Updates		
	<b>OHC Lab Inspections:</b> <ul style="list-style-type: none"><li>Each of the four departments will be inspected once per year as part of the quarterly OHC inspection cycle, with an external OHC member co-leading each inspection to ensure objectivity.</li></ul> <p>In addition to OHC-led inspections, departments remain responsible for conducting their own internal inspections in accordance with the</p>	<b>OHC DEPT. EXTERNAL Inspection</b>	
		<b>CBE</b>	<b>05/29/2025; Next scheduled for Nov 2025</b>
		<b>ME</b>	Scheduled for Sept 2025
		<b>CGEE</b>	Scheduled for May 2026
		<b>ECE</b>	Scheduled for Feb 2026
<b>Other business (including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)</b>			
<ul style="list-style-type: none"><li>The Linde audit revealed that some gas cylinders in CBE are outdated and should be returned to the supplier: Lowel L</li><li>Construction taking place in the Engineering Building will coincide with the Sci-Fi Kids Camp: Maureen B.</li><li>A call will be made to identify a new co-chair, as Majak’s term is set to conclude in November 2025: Lowel L</li><li></li></ul>		<ul style="list-style-type: none"><li>Majak will work with CBE faculty to ensure that unused or unnecessary cylinders are identified and returned to the supplier.</li><li>Construction activity will be paused during the kids’ sign-in and sign-out periods to ensure safety and minimize disruption.</li><li>The matter will be discussed at the November 2025 meeting.</li></ul>	
<b>Distribute copies as follows:</b> 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></div> <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

### Attachment 2: Agenda Report Structure Changes

1. For the Lab Inspections, I thought we were going to change this so that there was just one external for each department and create a schedule for them to be once per quarter (so each meeting has one to discuss).
2. Safety Funding was to be removed from the official OHC minutes.
3. Safety Resources Update and Facilities update to be removed from “reports”.