



Occupational Health Committee Minutes		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i>					
For Saskatchewan workplaces		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 : Oct 31, 2024		
Postal code			Phone		Date of next meeting: TBD		
Email					Date of last meeting: May 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)	Y		7. Hayden Reitenbach	CGEE Laboratory Engineer / Employee Representative	Y	
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
30/05/2024	A. Address Inconsistent Water Temperature in Eyewashes. <i>Dr. Rama G.</i>	Unresolved; see the Attachment 4 for work order history	Deferred (TBD)
30/05/2024	B. Review safety concerns related to high pressure and temperature units in the Bioprocessing area of CBE. <i>Majak M.</i>	Majak has reported the issue to the CBE Safety Committee and will follow up on it during the upcoming inspection.	Deferred (Feb 2025)
30/05/2024	C. Review safety resources' recommendation to ensure steam tunnel doors marked as "Exit" are unlocked from the tunnel side for emergency safety. <i>Hayden R.</i>	Hayden has addressed the issue with Facilities.	Done
30/05/2024	D. Request for Orientation Form Modification: <i>Rob P.</i> <i>Seeking Clarification on Mandatory Laboratory Safety</i>	Lowell will follow up with Greg	Deferred (TBD)
30/05/2024	E. Request for Amendment to Exit Form: <i>Rob P.</i>	Lowell will follow up with Greg	Deferred (TBD)
30/05/2024	F. Identify candidates to replace the resigned Occupational Health Committee (OHC) member. <i>Majak M.</i>	Noreen Predicala has graciously agreed to take over Robert G.'s position.	Done
New Business			
31/10/2024	A. Overview of the latest OHC Government Report. Please see Attachment 1. <i>Majak M.</i>	The report was reviewed	Done
31/10/2024	B. Review OHC Duties in Relation to Violence Prevention Policies. Please see Attachment 2. <i>Majak M.</i>	OHC duties were reviewed	Done
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: Repairing Leaking Gas Line Repairs to Gas Chromatograph. Please see Attachment 3 <i>Hayden R.</i> Majak will send the request and the guidelines for funding allocation to the OHC members on Teams for voting.			
An incident report was submitted by Jeff. Please refer to Attachment 5 for details.			
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
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Attachment 1:

Occupational Health and Safety Officer Report

Date of Inspection Jun 20, 2024

Occupational Health Officer Vanessa Hatfield

Details:

On Thursday June 20, 2024, I met with the University of Saskatchewan's (employer) Manager of Safety Resources, to discuss the outstanding items on Notice of Contravention 1-00029351 (NOC), specifically items 2 & 4. We also met to discuss two complaints the Branch received with respect to Occupational Health Committees (OHC's) at the University of Saskatchewan.

The meeting raised three items of discussion:

1. Review of Outstanding Items:

a) Item 2 – Section 3-27(1)(a)(e)(f)(2) of *The Saskatchewan Employment Act* (Act)

At the time the NOC was written the employer had 5 – OHC's established and 18 – Local Safety Committees (LSC's) that were performing the duties of an OHC. The employer has advised that currently they are committed to ensuring that the OHC's are able to meet the requirements of this section and as a result 23 – 24 OHC's are being established and will be fully functioning by September 30, 2024. I was also advised that the OHC's are still meeting in the interim.

b. Item 4 – Section 4-9(2) of *The Occupational Health and Safety Regulations 2020* (regulations):

At the time the NOC was written the employer had 3 OHC members trained in the duties and functions of a committee. The employer advised that as of our meeting date, 205 OHC members had been trained in OHC Level 1, and 17 OHC members in OHC Level 2, with anticipated date of completion by September 30, 2024.

2. Section 3-26 of the Act: The OHC meeting minutes I reviewed showed that the Institutional OHC dissolved on February 7, 2024, however all outstanding concerns had not been dealt with at the time of dissolution. The employer agreed to follow up on all outstanding concerns in accordance with this section.

3. Violence - Section 3-26 of the regulations: The last updated violence policy is dated 2017. I advised the employer that a violence policy is required by the employer as they are were a prescribed place of employment under this section prior to the changes of May 17, 2024, where all employers in Saskatchewan were required to develop and implement a violence policy and violence prevention plan. The employer advised me that an updated version is currently in progress. We also discussed the need to review a violence policy every three years or whenever there is a change of circumstance that may OR 1-00032899 Page 1 of 3 affect the health and safety of workers. Please have the updated violence policy and prevention plan available for review by the OHC, workers and an Occupational Health and Safety Officer by September 30, 2024.

It must be noted that the employer has made great strides in the development of OHC's and engaging workers to participate in the internal responsibility system (IRS), this enables the worker's "Right to Participate, Right to Know and Right to Refuse Unusually Dangerous Work". By establishing 23 – 24 OHC's and ensuring all co-chairs are provided with training on the duties and functions of an OHC the employer shows a commitment to allow OHC's to contribute significantly to an overall effective and functioning IRS. An effective and functioning IRS will help create a culture of safety, where ALL individuals take responsibility for their own well-being, that of others, and actively contribute to maintaining a safe and healthy work environment. And therefore, pursuant to section 3-46 of *The Saskatchewan Employment Act* (Act), I hereby give the employer an extension for Notice of Contravention 1-00029351, items 2 & 4, up to and including September 30, 2024, at which time a completed progress report must be received by the Branch to prevent further regulatory action.

Please have the employer sign this officer report with the signatures attached of all newly appointed OHC co-chairs as soon as possible and return to me by email, fax, or regular mail. This report must be posted alongside the outstanding contraventions on all safety boards in the workplace so all workers can view. If you have any

questions about this report or any other occupational health and safety matter, please contact me directly at vanessa.hatfield@gov.sk.ca or 1-800-567-7233 Ext. 7819.

Attachment 2:

U of S Violence Prevention Policy (Amended: Feb 1, 2005 / Mar 5, 2013 / Nov 7, 2017)

1.6 Occupational Health Committees are responsible for:

- a) participating and cooperating with the university in the identification and control of health and safety hazards in or at the place of employment or study;
- b) establishing, promoting and recommending the means of delivery of health and safety programs for the education and information of employees; and
- c) carrying out the other duties of the Occupational Health Committee set out in s. 19 of The Occupational Health and Safety Act, 1993 and in the Regulations.

Please refer to this link for the complete policy: <https://policies.usask.ca/policies/health-safety-and-environment/violence-prevention-policy.php#AuthorizationandApproval>

Attachment 3:

OHC Funding Application – Leaking Gas Line Repairs to Gas Chromatograph

The Environmental Engineering Lab (1C34) employs a gas chromatograph, which is hooked with three gas cylinders (1C29.2) containing ultra-pure air, helium and hydrogen respectively. The gas lines connecting the cylinders to the instrument developed a leak, which needed repairing to stop helium and hydrogen from leaking into the lab space.

This repair falls under the “**Research Facilities**” eligibility category according to the Eligible and ineligible indirect cost expenditures:

Upgrades and maintenance (not the purchase) of research equipment and other devices:

- An "upgrade" is defined as replacing a part to make a piece of equipment more usable. "**Maintenance**" (and/or "maintenance contracts") is defined as the upkeep or **repair** of equipment to improve or preserve efficiency.

Funding Required: \$171.70

The repairs t

Attachment 4: 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



USask 2024 Incident & Hazard Statistics

USask College of Engineering
January 1st to October 31st, 2024

Attachment 5

2024 College of Engineering Total Number of Incidents Reported: 6

Date	Incident Type	Incident Class	Incident Number	Department	Location	Description
25-Mar-24	EQUIPMENT	NON-OCCUPATIONAL	26584	CHEM & BIO ENGINEERING	1D04	Rupture disk in Parr Reactor failed causing loud bang and smoke; no injuries
6-Jun-24	NEAR MISS	HAZARD REPORT	26728	MECHANICAL ENGINEERING	2C50	Pneumatic piston failure during loading, causing it to shoot toward the wall, no injury
16-Jul-24	OTHER	FIRST AID	26851	COLLEGE OF ENGINEERING	Student lounge in the engineering building	Experienced an epileptic seizure
24-Sep-24	CUT	MEDICAL AID	26974	ELEC & COMP ENGINEERING	SyLMAND Cleanroom at the CLS	Cut with scalpel when removing glued pieces from apparatus
23-Oct-24	SLIP / TRIP	FIRST AID	27050	MECHANICAL ENGINEERING	Outside of Grad Commons office	Slipped on wet floor, caution signage was present, landed on left knee
23-Oct-24	NEAR MISS	PROPERTY DAMAGE	27051	COLLEGE OF ENGINEERING	Grad Commons - 2B60	Plug-in shorted out and sparked, plastic cover was blown off

2024 College of Engineering Total Number of Hazards Reported: 3

In 2024, two workplace hazards were reported from the College of Engineering, through the online Hazard Reporting system. Both were reported in January:

- One was a slip / trip hazard outside the building – outside the main eastside entry doors (Closed)
- The other was a report that pieces of the building were falling off – northwest corner




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of the building (Reported to Facilities immediately; Ongoing)

As well, an incident was reported in June (noted above), which did not result in any injury, and was therefore categorized as a NEAR MISS (type) and HAZARD REPORT (classification).

