

Minutes of the Administrative Units Safety Sub-Committee meeting held on April 22, 2021

Meeting opened at 10:30 AM on Thursday, April 22, 2021. The meeting was held via Zoom. The meeting was attended by the following members: [List of members would follow here]

**First Aid Training:**

Training for some employees expiring shortly, RSO first aid training to take place in September. The requirements for Advanced First Aid training will be determined once the new NS First Aid Regulations are released.

**Action:**

## **6.0 New Business**

### **Hazard Identification (calendar item)**

Job hazard assessments (JHA) have been completed for Maintenance and Operations, Custodial employees and Desk top support in EIT. Committee members are to talk to their departments to determine if new JHAs are needed or if existing ones need to be updated.

**Action:        Committee members to report back in May meeting.**

### **7.0    Date and Time of Next Meeting**

The 2021 Administrative Units Safety Sub-committee meetings will take place on the third Thursday of each month, at 11:00 am, in the Facilities Management Boardroom, as follows:

May 20, 2021

June 17, 2021

September 16, 2021

October 21, 2021

## Calendar

<b>Review Month</b>	<b>Agenda Item</b>	<b>Action</b>
January	Safe Work Practices	Review Requirements
February	First Aid NAOSH Week	Review/update First Aid Requirements Discuss events for NAOSH Week
March	Annual Report	Discuss Committee Feedback
April	Hazard ID & Inspections	Review Checklist
May		
June		
September	Terms of Reference Review Membership	Annual Review
October	WHMIS Training Review OHS Policy	Determine if training is sufficient Review Policy
November	Staff Training Report on Annual Fire Drills	Review types/requirements for staff training