**OH&S ACTION PLAN / MINUTES -**

**Date/Time/Place:** Tuesday, April 20, 2021 2:00 pm – TEAMS

**Present:** Linda T. (Chair), Angela W (Minute taker), Colin H, Stanley L., Fiona L. Su W. **Regrets:** None **Guest:** None

**Approved minutes:** Kept on the public drive for to view

| **Discussion – Action** | **Responsibility** | **Anticipated Completion Date** | **Status** |
| --- | --- | --- | --- |
| **February 2021** |
| **Addition to Agenda:** Per Chair’s request. **Action**: Add Incident Report filing query.  | OH&S Committee | April 20, 2021 | **Completed** |
| **Review and Approval of Minutes from March 16, 2021:****Action**: Committee approved. | OH&S Committee | April 20, 2021 | **Completed** |
| **Business from Previous Meeting** |
| **OH&S Training:** Su attended online training through BCGEU March 31, 2021. Linda and Colin they completed their New Committee training in 2020. New member training confirmed completed. **Action:** None | OH&S Committee | March 2021 | **Completed** |
| **OH&S Annual Tea:** OH&S webpage draft was shown to the Committee. Prior to this meeting, Committee members contributed resource information as outline HR on various topics into dedicated electronic folders in N-drive. Next steps were discussed where committee members would assist the HR assistant, tasked to build the webpage, to develop the narrative and sections that each committee member had contributed to. Colin will provide a template to help guide committee members. Date for this event was not set due to lack of time. Noted that OH&S Week typically first week of May. It was agreed discussion would continue to decide if the event will be timed for NOSH week or be at a later date to fulfil CARF requirements. **Action:** Committee members to develop web content. Date of event to be confirmed.  | OH&S Committee | **May 2021** | **Ongoing** |
| **OH&S Committee Restructure:** The Committee discussed assignment of Co-chairs as there were some unclarity. It was agreed that further discussion is required. **Action:** Review Terms of Reference for discussion at next meeting. | OH&S Committee | **May 2021** | **Ongoing** |
| **Earthquake Kits and Drill Response**: It was discussed that this topic would be expanded beyond the once per year drill and incorporated into the OH&S staff webpage where the information would be accessed on demand. **Action:** Carried over | OH&S Committee | **September 2021** | **Pending** |
| **Reviewing Summary of Incidents:** [N:\Public\Committees\OH&S\Incident Reports\2021\Annual OH&S Hazard-Incident Log 2021.xlsx](file:///N%3A%5CPublic%5CCommittees%5COH%26S%5CIncident%20Reports%5C2021%5CAnnual%20OH%26S%20Hazard-Incident%20Log%202021.xlsx) No incidents were reported. Reviewed March 25, 2021 query from ITQ department to OH&S Committee on reporting and filing of documents with the example of a critical incident which occurred in September 2019, The Committee reviewed the administrative process as the following: Incident would be logged the excel and file documents filed in N drive, and recorded at the next OH&S minutes during normal review. Colin will respond to original query and confirm administrative pathway. **Action**: Colin will respond to original query and confirm administrative pathway. Angela will verify recording and document filing.  | Colin and Angela | **May 2021** | **Pending** |
| **First Aid Room/ PPE Supplies:** [N:\Public\Committees\OH&S\PPE Supplies](file:///N%3A%5CPublic%5CCommittees%5COH%26S%5CPPE%20Supplies) Confirmed procedure that employees are to emailed OH&S to report any outages of supplies and/or requests for replenishment as opposed to sending a support ticket to Building/IT. **Action:** None.  | OH&S Committee | **Ongoing** | **Ongoing** |
| **New Business** |
| **OH&S Distribution List**: It was confirmed that the IT ticket to add Linda to the OH&S distribution list has not been actioned. HR followed up with IT and Linda’s email was added.  **Action:** None. | Colin | **April 2021** | **Completed** |
| **Other Business** |
| None |  |  |  |

**Meeting adjourned at 3:10 pm**

**Next meeting: May 18, 2021, 2pm Room 303/TEAMS** **Chair:** Colin/Fiona  **Minutes:** Angela