

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
D. Reading Correspondence	<ul style="list-style-type: none"> Lines of communication to be kept open. If anyone hears of any concerns, to please bring them forward to the committee. 		
E. New Business	<ol style="list-style-type: none"> Candles Policy (D. Pollock) Small Appliances Policy (D. Pollock) <ul style="list-style-type: none"> Both policies were brought forward for review and to provide any feedback. The last paragraph on the third page was asked to be revised due to redundancy. A request for notification was made in regards to the Ceremonial Use of Sacred Medicines which falls under a separate policy. 	<p>L. Repski to provide input to the Vice-President, Finance and Administration for consultation on the Ceremonial Use of Sacred Medicines slated sometime 2018.</p>	
F. Reports from Subcommittees	<ol style="list-style-type: none"> Laboratory Safety Committee (K. Buffie) <ul style="list-style-type: none"> Adoption of Terms of Reference Radiation Safety Committee (S. Shah) <p>December 2017 – March 2018 (K. Smith)</p> <ul style="list-style-type: none"> This report was not circulated prior to the meeting, K. Smith will distribute after meeting 	<p>K. Buffie – deferred to June 2018 meeting</p>	
G. Safety Incident Report Summary	<ul style="list-style-type: none"> This report was not circulated prior to the meeting, K. Smith will distribute after meeting 	K. Smith	
H. Fire Safety Report	<p>December 2017 – March 2018 (K. Smith)</p> <ul style="list-style-type: none"> K. Smith to speak with Diversity about back door 	K. Smith	
I. Security Report	<p>December 2017 – March 2018 (M. Grainger)</p> <ul style="list-style-type: none"> A new report was introduced, "Violent Incidents" which will be included as an ongoing report. The committee felt the information provided was very useful. A request to review last years' numbers vs. this years' numbers as well as locations where there were violent incidences occurred. 	M. Grainger	
J. Safety and Health Program			
K. Inspection Reports	<p>Laboratories (S. Shah)</p> <p>General Areas/Administrative Offices/Services (D. Brownridge)</p> <ul style="list-style-type: none"> Although a schedule is sent out to the group to participate in these inspections, Doug is flexible with times. If times do not work for you, please contact Doug to make accommodations. 		
L. Review of Regulatory Agency Inspection Reports	<p>Transport Canada Inspection Report (K. Smith)</p> <ul style="list-style-type: none"> A regular inspection was held. Had an issue with labeling. K. Smith to work with Shipping. Inspector overall pleased. 		
M. Other Business	<p>Legalization of Marijuana</p> <ul style="list-style-type: none"> Is being reviewed and will be brought forward to the committee at a later time 	L. Repski	
N. Next Meeting	<p>Wednesday, June 6, 2018 Location: TBC</p>		
O. Adjournment	<p>1:40 pm</p>	<p>Moved by N. Talarol, Seconded by J. Hanley</p>	

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate. If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair Laurel Repski (X) Print Name of Worker Co-Chair James Hanley

Signature  Signature 

COMMITTEE MINUTE FORM

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