



# WHS Committee Meeting

Workplace Name – Site #42 G.A. Hickman Bldg  
Date: June 7th, 2024 – Meeting – 2024-25 Fiscal year  
Time: 1:30pm  
ED3005

## Minutes

### 1. Safety Moment: Lavinia Sutton

MUN Safe App: Reminder to use MunSafe app, staff member had concerning interaction with student and didn't report it for a couple of weeks after. Use MUN Safe App to report any maintenance issues as well.

### Adoption of Agenda

It was **moved** by Mark Sullivan , and **seconded** by Amy Fudge that the agenda be accepted as circulated.

### 2. Adoption of Last Minutes & Business Arising from last minutes

It was **moved** by Amy Fudge, and **seconded** by Mark Sullivan, that the previous minutes be approved as distributed.

### 3. Education Component

#### a. New Members training:

- i. Have several committee members whose certification will expire in the next few months. Take recert anytime before it expires. Mark English has his renewed.

### 4. Review of Previous Items – any news/ follow up

- a. **Air quality** – too hot/too cold - Carry over – no change until major renovation to the building (**Ongoing, 2017**).
- b. **Exterior building deteriorating** – Carry over - Repairs have begun but major concerns will be dealt with first (**Ongoing, 2017**). Maintenance, not repairs.
- c. **CITL Classroom Support workshop Safety Procedures** – Risk Assessment required to develop procedures (**Ongoing, August 2021**). No recent activity, Wanda to check in with Darell Gosse for an update on his review completed in 2021.
- d. Website Update – Completed!
- e. Bulletin Board update – Gonzo Has completed this.

5. New tasks:

a. ~~Annual Audit Report~~ Reviewed, left over from Previous meeting.

6. Review monthly stats: Guest Wanda Wilcox, EH&S, Leaking windows is on going issue.

7. New Business – None

8. Date of Next Meetings:

- a. July 9th, 2024
- b. October 8<sup>th</sup>, 2024
- c. February 11<sup>th</sup>, 2025

9. Adjournment:

It was **moved** by Mr. Mark Sullivan that the meeting be adjourned at 1:50

Regrets: Gonzo Bennett, Pat Well, Mark English, Keith Power