Chairperson: Sean Kirkwood  
Secretary: Sean Kirkwood

Three members will not count towards quorum as they have not attended the past three meetings (D.-S. Necsulescu [APUO]; B. Price-Robert and G. Salameh [CUPE 2626] as indicated in Section 4.10.1 of the Terms of Reference for the Joint Occupational Health and Safety Committee: orm.uottawa.ca/sites/orm.uottawa.ca/files/terms-reference.pdf
1. Approval of agenda
   • Quorum was met and the agenda was moved for approval by Alain Le Hénaff and seconded by James Gomes; approved unanimously.

2. Approval of the minutes from November 10, 2021
   • The approval of the minutes were moved for approval by Scott Dick, and seconded by James Gomes; approved unanimously.

3. Matters arising/continuing from the minutes of meeting #3
   • Autoclave safety training – Investigation report not shared yet by Alta Vista OHSC. General discussion on how autoclaves are managed. A motion was set.

   RESOLUTION: Be it resolved that Health, Safety, and Risk Managers (HSRMs) from each Faculty share the list of autoclave locations, indicate how users are trained, and indicate how a location ensures that only trained individuals are using the autoclave by the end of next month.

   MOTION: Alain Le Hénaff SECOND: Agnes Bezerra

4. Critical injury / accident / incident / occupational illness reports
   • New case management system discussed and lack of weekly reporting due to software limitations. Incidents managed by HSRMs. No serious incidents as related to this committee reported since last meeting.

5. University Joint Occupational Health and Safety Committee
   • Terms of reference still not signed.
   • COVID front and centre.
   • Deloitte hired to help with OHS roles and responsibilities.

6. Inspections
   • Robert Atkinson hired as Risk Management Specialist, no JOHSC inspector so no inspections since last meeting Competition closes for new inspector the day after this meeting.
   • Workers being challenged to complete their own worker-level inspections

7. Upcoming training sessions (fees may apply – https://web47.uottawa.ca/en/lrs)
   • Heart Month with CPR and AED training
     ◦ AEDs coming to STEM and ARC by end of April
   • Working at Heights (full training)
8. **Other / New Business**
   - Addressed in discussion of new Incident Reporting software and why there was no visibility (see Section 4)
   - Set next meeting date for May 4, 2022 @ 1:30 pm; moved by Alain Le Hénaff; seconded by James Gomes.

*Meeting moved for adjournment at 2:48 pm by Alain Le Hénaff and James.*

**Signatures**

**Worker Co-Chair:**  
Patrick D’Aoust  
Date: March 15th, 2022

**Management Co-Chair:**  
Sean Kirkwood  
Date: 2022.03.16 09:38:17 -04'00'  
Date: __________________________