**Faculty of Environment Health & Safety Committee**

Wednesday, August 28, 2024, 2:00 PM - 3:00 PM

Attendance: Neil Carnegie, Mary Anne Hardy, Cheri Oestrich, Ashley Wagner, Sophie Dallaire, Solene Jollivet, Bev Raimbault

Minutes:

1. Safety App Launch

* The new safety app "Regroup" will be released in October.
* An email has been sent to encourage everyone to download the app; a reminder will be sent out soon.
* Posters will be placed around Environment buildings and safety posters will be updated to include the new information.

2. Incident Reporting

* All incidents must be reported within 24-48 hours.
* Supervisors should fill out the report and submit it to the Safety Office, with copies to Neil Carnegie and the department.
* A reminder was given about keeping these reports on file within departments.

3. Safety Compliance Updates

* Training: The Safety Office is urging departments to ensure faculty and staff are up to date on their safety training. Progress has been noted in lab compliance.
* Job Hazard Analysis: This is currently not being done effectively. More guidance will be provided to departments for lab and fieldwork tasks.
* Office Ergonomics: Employees are encouraged to take the ergonomics course available on the Safety Office website before requesting any furniture or adjustments unless they have a doctor’s note requiring accommodation.

4. Field Work Safety

* Job hazard analysis should be applied to field tasks involving equipment or potential risks of injury.
* Mary Anne Hardy requested further clarification and training for fieldwork safety, particularly for upcoming field seasons.
* Neil Carnegie will provide additional communication on the specific requirements for job hazard analysis over the coming months.

5. Next Steps

* Neil Carnegie will send out communications outlining job hazard analysis requirements and how they should be applied.
* Safety and compliance initiatives will continue to be monitored to ensure departments are up to date.

6. General Discussion

* No further questions were raised.