1. Call to order
9:05 a.m. by Ann Myers Co-Chair. Requested a volunteer to record the minutes in the absence of a Recording Secretary. Suzanne Stewart offered.

2. Approval of December 13, 2018 minutes
Correction: Teri not Terri, as noted in 4. Business Arising ii. and iii. M/S Teri/Richard

3. Approval of Agenda
Add to 4. Business Arising – CCOHS training M/S Sandra/Teri

4. Business Arising
a. JOHSC Recording Secretary discussion has taken place and is currently on the agenda of the VP Administration ACTION Chad
b. Workplace Violence/Sharps policy is awaiting the VP Administration approval before it is made available to campus
c. CCOHS training is primarily fee-based training; a few course offerings are free. WHIMIS is $15 and others are $49-$64 (excludes HST).
5. New Business
   a. Patrick and VP Administration discussed First Aid kits. Each department is now responsible for its own kits, as there are not funds in the campus OHS budget; basic kits can be purchased for $20. Supplies can be replenished through Physical Plant. A monthly audit (or more frequently if seal broken) should be performed on each first aid kit; checklist for contents is available from Derek. Suggestion was made to place a box of adhesive bandages on top of first aid kit, as it is most frequently used item.
   b. Several individuals have expressed interest in First Aid training. Emergency First Aid course will be scheduled for Winter Study Break.
      ACTION Chad

6. Incident Reports
   a. Several slips, trips and falls on campus
   b. Community member expressed concern about asbestos, as white dust found in Print Shop, and apparent fire exit blockage – both at Raymond House. No asbestos-containing materials (ACMs) were found in Raymond House. Fire exit was not blocked; the renovation refuse container did not prohibit use of emergency exit.
   c. Concerns about asbestos – Old SUB
   d. Propane-like smells Location?
   e. Fire safety concern about space heater plugged in – Acadia Arena Complex
   f. Burning smell – Rhodes Hall
   g. Squirrel – Seminary House
   h. Five (5) Emergency Health Services (EHS) calls
   i. Update on student struck on Main/University crosswalk. Discussed compliance standards

7. Summary of Actions:
   ACTION: Committee Recording Secretary to be assigned by VP Administration
   ACTION: Chad to setup Emergency First Aid training for Winter Study Break

8. Adjournment – 9:41am

9. Next meeting – 21 February 2019, 9-10:30am