

APPROVED
JOINT OCCUPATIONAL HEALTH AND SAFETY (JOHS) ABBIE J. LANE COMMITTEE – MINUTES
DATE: Sept 29, 2014

Attendance: Donalda, Co-Chair
 Debbie Phillips
 Debbie Antonescul
 Norma Haynes
 Wanda Higginbotham
 Joseph Ratnasothy
 Michelle Myers
 Donna Davis

Additional attendees: Linda

The purpose of this meeting was to establish the new Joint Occupational Health and Safety Committee that serves the entire Abbie Lane building. The main task of the meeting was to review the Terms of Reference and membership.

AGENDA ITEM	DISCUSSION/REPORT	ACTION	TARGET/COMPLETION DATE
MEMBERSHIP	<p>Membership was one of the main topics of review for this meeting. Since Linda's last issue there has been an additional change. There are many vacancies for both members and alternates.</p> <p>Linda explained those who attend the meeting who are Adhoc (ie physicians) do not have a vote but are welcome to attend and provide their ideas and input.</p> <p>Linda explained that for management, if one is not able to attend then another JOHS management member from the membership list can replace them, however if say a JOHS member from #42 is not able to attend and no alternate is available, that person cannot be represented by someone from a different union local.</p>	<p>Donna will take the information about Adhoc back to the physicians for direction.</p> <p>Linda will submit the vacancies to the union and will resubmit Expressions of Interests – also to be posted on the new JOHS board.</p> <p>it was determined (all agreed) that a quorum for this meeting would be 5 with a minimum of 2 management and 2 union members.</p> <p>Linda noted that for any non compliance issues regarding membership, these issues should be taken to Linda.</p>	<p>For next meeting</p> <ul style="list-style-type: none"> - Determine Employee Co-Chair - Determine how chairs to share position - Volunteer Co-Chair
Terms of Reference	<p>The Terms of Reference were reviewed by those present and proposed changes brought up.</p>	<p>Meeting frequency: for further discussion and vote at the next meeting re holding 10 meetings a year, with either July/August or August/Sept as months to not hold a meeting.</p> <p>It was agreed that alternates should attend at least quarterly to stay current with committee activities.</p>	<p>VOTE re number of meetings (frequency)</p> <p>VOTE re months not having meetings</p> <p>VOTE re frequencies alternatives should attend meetings</p> <p>VOTE entire TOR document</p>

Meeting time	It was discussed that the current meeting time is not suitable for the majority of attendees.	The group agreed to meet the last Thursday of every month from 11 – noon – and for those members not able to attend in person due to timing of meeting, that a conference call would be utilized. For the October meeting, however, due to people being unavailable the meeting will take place October 23 rd .	
JOHS board location	A discussion took place regarding where to put the items that are required for posting for the JOHS committee.	Robert and Linda will check out a few places, Robert has a bulletin board that will suffice. Linda noted the board is required to be put up as quickly as possible.	

Pending/c/f: Employee Co-chair – for next meeting
Voting on Terms of Reference
Method of Chair ie alternate employee/management
Which months to take off & frequency of meetings
Adding physician rep to voting membership
Membership update
Upcoming courses for JOHS members
Date for December

Recorder: Robert McCamis, Acute Care Secretary