

February 4th 2026

OH&S Minutes

Attending members: Rob Fennell, Terry Slaunwhite, Chris Farthing, Jeff Armstrong, Dave.Csinos, Andrea Ngui. Francesca Southwell, Brad Murray, Beth Pyesmany, Caleb Goulding,

Meeting called to order by OH&S Chair: Rob Fennell.

-**Rob.F** Starts the Meeting with Introducing Himself and his position as Faculty member and has been of the Committee for a couple of years now. Next **Dave.C** is a Faculty member and has been on the committee for 5 to 6 years. Next up is **Jeff.A** from Maintenance and has been on the committee for 7 years. **Chris.F** from Maintenance has been on the committee for 8 years. **Andrea.N** is next, Manager of Operations and this is their first meeting. **Francesca.S** is the Residence Manager and also their first meeting. **Brad.M** is a member of the Library Staff and this is their first meeting. **Caleb.G** has been a Residence's Don since 2021 and this is their first meeting. **Beth.P** is a staff member from the Presidents Office. Finally **Terry.S** has been here since 86 and started the OH&S Committee for AST.

-**Rob.F** Thanked everyone for introducing themselves and started on that the Committee is pretty broad and he will be sending the terms of reference to everyone so that they have them. So everyone can see the kind of range of things that we take care of and we're interrelated with several different departments and back and forth with the management group. Sometimes with the Board of Governors.

Our focus is on those of us who work here, making it a safe place for students and visitors too. We typically meet twice a week per term. Fall term, winter term, sometimes once in the summer as well. So four to five meetings a year.

-**Rob.F** starts with the minutes from our last meeting from October 9th 2025 and asks any member if there is any thing needed to add or to be changed. **Rob.F** also thanked **Chris.F** for taking the Committee minutes.

-**Rob.F** brings up that the website is about to be relaunched so he was wondering if there is anything that anyone at the meeting has noticed with respected to Occupational Health and Safety work that should be noted for the website. We do post our minutes there also post them in the staff lounge located in the library.

-Next up is First Aid Training, that in the past we usually had 8 to 14 people to take training on campus but due to less funding we can send two people a year off campus to receive First Aid.

-Last meeting we talked about library early closure and late opening policy and we proposed what that would look like. That has been approved now, so that's a separate document. It's policy of AST and the library personnel and the Dean also the President are all aware of it. So now the library chair can make the call basically rather than having to wait for the Dean or contacting the Dean.

-Finishing up on the policy on campus overnight stays. We have a proposed policy that we can look over now. **Dave.C** suggested that we change it to say Outdoor Stay rather than Overnight Stay just so not to be mistaken with people in residence and also states that AST personnel are not required to deal with any Outdoor campers.

Rob.F changed it to say asked not required to deal with situation.

Terry.S says we should just go straight to the police to handle the situation to ensure safety of our people.

-For next Fire Drill in Residents **Terry.S** says they have one booked for Monday February 9th 2026 at 8pm.

Rob.F moves to the lock down policies and that this policy might take a few meetings to go over and that we will merge our emergency and lock down policies to ensure things are easy to understand and that it's not overly worded for better understanding.

Rob.F adjourns the meeting

Next meeting

Late winter

Early spring