

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION
COMMITTEE MINUTE FORM**

Name of Workplace The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Laurel Repski	V.P. Human Resources	Present
	Doug Edge	Exc. Director of Campus Infrastructure	Present
	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
	Len Cann	Director, Physical Plant	Present
	Mary Anne Walls Mgr. (University Alternate)	Campus Health & Wellness	Present

Date: December 5, 2012 Next Mtg: March 5, 2013 # of Empl: Approx. 800	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Regrets
	Harald Weigeldt	Carpenter	Present
	Deanna Pollock	Ins. & Capital Acct.	Present
	James Hanley	History Prof.	Present
	Kim Monson	Geog. Tech.	Regrets
	Ed DuVal	Shipping/Rec.	Present
	Gabrielle Prefontaine	Archivist & FIPPA Coord.	Regrets
	Gerry Narynski	Collegiate Prof.	Present
	Ted Turner	Students' Assoc.	Present
	Doug Williams	Faculty Member, Psychology	Regrets
	Peter Balagus	Technician, Chemistry	Present
Andree Forest	UWSA	Regrets	

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Resource persons: Ethelinda Padua, from The University, were also present at both meetings.

A. APPROVAL OF AGENDA

Agenda approved with amendments: Doug Edge/Ted Turner ...CARRIED

The following items were added under other business: Snow ploughs, washrooms, wasps, UWSA policy development.

B. APPROVAL OF MINUTES OF October 5 and 12, 2012

- No revisions.

Minutes approved: Gary Pawlychka /James HanleyCARRIED

C. BUSINESS ARISING FROM THE MINUTES

1. Smoking Policy – Update

- No Smoking Signs – Signs have been drafted and feedback received from Communications. Two signs were developed (pole in ground and stickers): Will be installed on doorways and outside building posts. It was decided that Physical Plant will be responsible for installation when signs are available. It was noted that Security employees have been observed smoking outside Elements on Portage. Laurel Repski is to contact Marty Grainger re this issue.

2. Asbestos Management Program - Update

- Ethelinda reported that she reviewed other Universities' signage regarding asbestos. She will

develop a draft signage identifying asbestos hazard to be installed in areas where asbestos is either present and potentially present as per current inventory. She will be meeting with the group again to review the asbestos management program. The program will include training specific for various groups dependent on the hazards - i.e contractors, physical plant staff, students, faculty/staff.

3. Candles on Campus Policy

- The Policy was presented to Sr. Executive and approved subject to formatting changes as per University Policy format.

4. Small Appliance Policy

- This policy was forwarded to Sr. Executive and was approved subject to formatting changes as per University Policy format.

5. Field Work Policy

- This policy was brought forward to Sr. Executive and was approved. Sr. Exec requested that the policy be taken to Senate Executive due to another Field Work policy (originating with Colin Russell and going through VP Academic Office) having been placed on the Senate agenda.

6. Ceremonial Use of Sacred Medicines Policy:

- The policy was forwarded to Sr. Executive and approved subject to formatting changes as per University Policy format.

7. Workplace Violence Policy – Update

- The workplace violence committee's first meeting was held in November. A draft policy was developed for their review. More update to come when available.

8. Bulman Centre Air Quality – Update

- Ethelinda completed air quality monitoring in areas where exposure is frequent as per reports from Staff. The report was provided to Ted Turner for his review. The report contained recommendations. Ethelinda will be attending a meeting with the staff to discuss the report. It was noted that issues continue due to trucks idling and people smoking near air vents. Laurel Repski is to send an email to Diversity and Duckworth since the Diversity kitchen loading areas and Duckworth team busses are concerns. Duckworth will be asked to send a notice to their team drivers. It was also noted that there is idling in front of Manitoba Hall (parents picking up children). It was suggested that unions should be involved - Ethelinda to draft letter.

D **READING CORRESPONDENCE**

- No correspondence received.

E. **REPORTS FROM SUBCOMMITTEES**

1. Radiation Safety Committee

- The next CNSC inspection is scheduled in January 2013.
- The CNSC Permit Renewal Application is due at the end of January 31, 2013 and has been completed and forwarded to the Canadian Nuclear Safety Commission on November 27, 2012.
- A review of the Radiation Safety manual has taken place and some gaps were identified by Ethelinda and will be revised accordingly.

2. Laboratory Safety Committee

3. Laboratory Safety Committee

- Some lab occupants do not inspect their eyewash stations on a weekly basis due to issues with

proper drainage.

- Currently, it is difficult to test some of the Emergency eye/face wash units in the RCFE labs due to the lack of proper drainage. It was noted that in some labs, two eyewash stations exist. Therefore, it was recommended to the WS&H Committee that in locations where there are two eyewash stations, the eyewash stations that have drainage issues not be used until a solution is developed for proper testing. The WS&H Committee noted that it should be left as is for the moment until next meeting to ensure it still meets Regulations. Ethelinda noted that as long as there is an eyewash station accessible and available within 10 seconds from where chemicals are used, regulations will be met. It was noted that this issue should be raised with infrastructure since Health & Safety should be involved during building construction. Doug Edge is to raise the issue at the next Fieldhouse meeting.
- All areas are not inspecting their eyewash stations on a weekly basis – will be getting a report from Ed Duval and Ethelinda Padua. Will do an inventory of eyewash stations and report back re options.

4. Workshop Inspection Committee

- Dave has forwarded a status report of the completed inspection in April 2012. Ethelinda noted that some shortcomings were corrected. She will follow-up on the other required corrective actions.

5. General Inspection Committee

- No inspections done to date. Ethelinda will schedule inspections in January 2013 with committee member involvement. The committee discussed an alternative inspection plan that was presented by Ethelinda. The plan is tabled until the Dept. of Labour makes a decision re the University's request for variance. Ethelinda indicated that general inspections will start in January.

F. SAFETY INCIDENT REPORTS SUMMARY

- Summary of incidents to be emailed to committee
- Ethelinda and Marty met and agreed on the process of reporting harassment incidents through incident reporting. Unless a formal report is put through HR, and verified, harassment will not be reported on the incident statistics. Security staff will be trained re the meaning of harassment in January.
- It was noted that there were a number slip and fall incidents (Ethelinda waiting for training documentation from Bee Clean).
- Ethelinda has revised the reporting form and forwarded the draft form to all stakeholders for their input.

G. FIRE SAFETY REPORT

- It was noted that there was an incident whereby a microwave was used inappropriately.
- Fire drill procedures will be gone over with Physical Plant and Security
- Fire extinguisher training to be done by Ethelinda in January

H. SECURITY REPORT

- No report due to Marty's absence

I. HEALTH & SAFETY PROGRAM

- Ethelinda provided a status report relevant to the following:
 - Ethelinda is working on program for new employee orientation and existing employee training.
 - Laurel indicated that training in mental health issues will be made available to the committee. It was determined the in terms of time commitment, two ½ days would be preferable. Laurel will provide agenda and overview.

- Workplace Safety and Health Bulletin Board – now located on the first floor of Centennial Hall by the Safety Office. All required information is now posted.
- Workplace Safety and Health Committee Terms of Reference Review - on hold until a status report is available regarding the variance request to Department of Labour.
- Workplace Inspection – Restructuring - Same comment as above.
- Respiratory Protection Operational Procedures - deferred.
- Respiratory Fit Testing - Deferred
- WHMIS Online Training
 - All issues encountered relevant to certificates and notification to students have now been resolved. Immediate notification and certificate is now provided through Nexus.
- Chemical Inventory/MSDS Online
 - Ethelinda has developed a proposal for Management's consideration.
- Safety Supplies – Procurement
 - In process. Will provide status report when available.
- On Line Request and Reporting
 - The following has been developed and implemented.
 - Hazard Alert Reporting
 - Ergonomic Assessment Requests
 - First Aid Kit Replenishment Requests
 - Ethelinda provided a short demo.

J. **REVIEW OF REGULATORY AGENCY INSPECTION REPORTS**

- No regulatory inspections, however, it was noted that a CURIE inspection is planned for the RCFE in January.

K. **OTHER BUSINESS**

- Wasps – discussed the need for epi pens. It was noted that there is an issue of liability (storage, administration). Training would be required. It was confirmed that a response to the complaint re wasps was provided at the time of the complaint. Ethelinda to check with Elements to determine if they plan on reopening their patio.
- Rest of agenda was deferred to next meeting.

L. **NEXT MEETING**

- The next meeting will be held on March 6, 2013

Meeting adjourned.

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING (**SIGNED DOCUMENT ON FILE**)

_____ () Management Co-Chair – Laurel Repski

_____ () Employee Co-Chair – James Hanley