## **COMMITTEE MINUTES FORM**



## Labour and Immigration

Workplace Safety & Health
401 York Avenue, Winnipeg, Manitoba R3C 0P8
T 204 957-SAFE (7233) or
toll-free 1 855 957-SAFE (7233) F 204 948-2209

	Address of Workplace Employer Members Carrie Homeniuk Address of Workplace Carrie Homeniuk Address of Workplace Carrie Homeniuk Associate Vice President – Human Resources		Present X X	Absent		
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9		Kyle Macdonald Caroline Crawford Craig Wood	Executive Director, Infrastructure Director Budgets Director of Building Services		X	Х
<b>Phone:</b> Tel: 786-7811		Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa	Executive Director, Student Services - CMP		Х	
Fax: Fax: 774-2935	<b>Fax:</b> Fax: 774-2935		Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager –		X X	
Meeting date:		Mick Sidhu	Electronic Technologist, Centre for Acade – AESES	emic Technology		Х
December 6, 2024		Paul Holloway Christopher Brauer	Faculty Member – UWFA (Biology) Faculty member – UWFA (Theatre & Film	ı -THFM)		X
Date of next meeting:		Katherine Breward	Faculty member – UWFA (Business and		Х	
March 14, 2025		Doug Williams	Faculty Member – UWFA (Psychology - A	Alternate)	X	
Number of employees	at the workplace:	Beata Biernacka Ted Turner	Faculty Member- UWFA (Alternate) UWSA (Representative)		X X	
948	•	Binara Hewagamage	UWSA (Alternate)		^	Х
		Trevor Day	Lead HVAC Technician – IUOE			
AESES- Association of	Employees Supporting	Patrick Coutu	Building Maintenance Engineer - IUOE (A	Alternate)	Х	V
Education Services		Sondos Shabayek  Guests (list any)	PSAC			Х
CMP- Confidential Man	agerial and	Kevin Smith	Manager, Safety and Health		Х	
Professional	Ne dia	Geetika Bassi	Laboratory and Research Safety and Hea		Χ	
IUS-Institute of Urban S		lan Steggles	Director, Security and Risk Management		Х	
IUOE-International Union Engineers	on of Operating	Jennifer Trotman	Director, Campus Living		Х	
PSAC-Public Service A	lliance of Canada	Tabitha Wood	Acting Associate Dean, Faculty of Sci	ence; Bio-Safety	X	
<b>THFM-</b> Theatre and Film			Committee Chair; Science Lab Safety Ch			
<b>UWFA-</b> University of Wi	•	Emma Hill Kepron Dean Melvie	Associate Dean of the Library, Acting Head Director, Recreations Facilities and Serving		Х	Х
Association	pog : acany	Trina Wielkopolan	EA, HR – Minute Taking	Je5	X	
		Josh Todd	Acting Security Manager, Security Servic	es	Х	
Agenda Item		Subject, Concern o	r Problem	Recommend	lation or	Status
Agenda item		(See reverse for completion		Action To Be Ta		Status
				Action By (w	ho &	
A Call to Cooley	Mastina salladta an	·		when)		
A. Call to Order  Meeting called to ord *Quorum met		er at 10:04 a.m.		Chair: Carrie Homeniuk		
	Quorum met			Homemak		
B. Approval of	Motion by: Ca		roline	Approved		
Agenda			Seconded by:			
C. Acceptance of	For Review: September	er 20, 2024				Approved
Minutes						
		1111 0 6 : 0		N. c.		
D. Business	Action Item: RCFE Building- Safety Concerns  Natasha to conta follow up from			ct Ian to	In progress	
Arising from the Minutes	Natasha presented to the committee a PP regarding some of the safety concerns for staff,  September 20 <sup>th</sup> meetin			neeting.		
the minutes	faculty, and students in the RCFE at last year's department meeting. The request was to add					
	another security guard in the building. Ian suggested that students and staff use the safeApp to get walked to their vehicles. Natasha, and Ian to speak further.					
	to get waiked to triell v	omores. Malasma, amu tam 10 S	poak iui tiidi.			

Co-Chairpersons' Signatures	Please indicate by (X) in the b	brackets below who chaired this meeting.		
BOTH management and worker co-	chairs <u>must sign</u> <u>each page</u> of	the minutes when they agree that the minute	es are complete and accurate.	
If one, or both co-chairs do not agre	e with the minute record, pleas	se attach concerns on a separate page.		
In my opinion, the above is an accurate record of this meeting.  ( X ) Print name of Employer Co-Chair Carrie Homeniuk ( ) Print Name of Worker Co-Chair Natasha Taiarol				
Signature		Signature	Natasha Talaisi	

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
E. Reports	<ol> <li>WSH Program Report (Kevin S)         <ul> <li>A cabinet (with residual naphthalene crystals) was moved without proper decontamination.</li> <li>One serious incident where a student inhaled HCl vapors and had to go to the hospital. Student did not follow procedures.</li> <li>Six biohazardous waste bags were potentially disposed of with regular waste. Biohazardous waste bags are labelled, and anyone entering the lab should be trained, and cleaning staff should have appropriate training on how to handle waste bags.</li> </ul> </li> <li>Action Items:         <ul> <li>Review training procedures between sub committees where waste disposal biohazardous material is concerned.</li> </ul> </li> <li>Incident Report (Kevin S)         <ul> <li>Reported incidents last quarter: 72.</li> <li>Serious Incidents- 1</li> <li>Medical Response- 2</li> <li>Fire events- 5</li> <li>Sharps- 55</li> <li>General Incidents- 4</li> </ul> </li> <li>Fire Report - Verbal (Kevin S)         <ul> <li>5 events last quarter.</li> </ul> </li> <li>Building Inspection Report (Kevin Smith)</li> <li>12 General Area Inspections last quarter. Some sub committees are performing their own inspections.</li> <li>89 AED inspections completed to date over 3 months. 18 issues identified. Electrodes on some of them have expired. Dealing with supplier issue. Dec 9th we should receive those supplies and will get those addressed.</li> <li>3 refusals of dangerous work that came to HR. 1 was deemed not dangerous, a arrangement was made with the staff member, the manager and HR. 2 were due to psychological health. Interim measures were put in place. An officer was called to get a 2th opinion, and to ensure we had correctly enforced duty to act and we had.</li> <li>Mental Health First Aid training on hold due to vacancy manag</li></ol>	Kevin gave a Campus Optics Power Point Presentation. Please see attached PP for detailed updates.  Suggestion to have posters up in multiple languages so someone can read and be aware of the hazards.	

Consumer Name Form	Dags 2 of 2
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	HR is developing new orientation tools for managers and new employees. These should be rolled out in early Spring. (Request to include Deans and Chairs) and in this package, there will be material that relates to Workplace Safety and Health and responsibilities as managers and conflict management.		
F. Subcommittee Reports	Biosafety Committee Report (Tabitha Wood)	Committees met last quarter. please refer to reports for updates.	
	Science Lab Safety Committee Report (Tabitha Wood)		
G. New Business	WSH Policies (Carrie)		
	Following our Safety Audit, we needed to create policies and procedures for the WSH program. Some policies were out of date, and some did not exist. There will be a package sent out to the committee members with 6 new policies for your review and feedback, before it goes to senate for approval. Please respond before end of January. 5 more policies will be coming for the March meeting. Hope is to have a consultation at the March WSH meeting.		
	2. TOR Review (Carrie)  Natasha and Carrie have been reviewing the TOR for the committee. The TOR needs to be reviewed every 3 years and the last time the TOR was reviewed was 2021. We must also have an election. The terms are 2 years for members, and some members have been on the committee longer, and the goal is to have a election for the worker/co-chair at the next meeting.		
H. Next Meeting	Approval of Meeting Dates for 2025:  March 14, 2025 June 11, 2025 September 12, 2025 December 12, 2025	Motion by: Jillian Seconded by: Craig	
I. Adjournment	Moved to adjourn at 12:06 p.m.		Approved

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Signature	Signature		
COMMITTEE MINUTE FORM	<b>P</b> AGE 3 OF 3		