

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

Complete Name and Address of Workplace The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Phone: Tel: 786-7811 Fax: Fax: 774-2935 Meeting date: March 15, 2024 Date of next meeting: June 14, 2024 Number of employees at the workplace: 948 AESES- Association of Employees Supporting Education Services CMP- Confidential Managerial and Professional IUS- Institute of Urban Studies IUOE- International Union of Operating Engineers PSAC- Public Service Alliance of Canada THFM- Theatre and Film Dept UWFA- University of Winnipeg Faculty Association	Employer Members Carrie Homeniuk Kyle Macdonald Caroline Crawford Craig Wood	Occupation Associate Vice President – Human Resources Executive Director, Infrastructure Director Budgets Director of Building Services	Present X X X X	Absent X X X X
	Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Tairarol Mick Sidhu Paul Holloway Christopher Brauer Katherine Breward Doug Williams Beata Biernacka Ted Turner Binara Hewagamage Trevor Day Patrick Coutu Sondos Shabayek	Executive Director, Student Services - CMP Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – AESES Electronic Technologist, Centre for Academic Technology – AESES Faculty Member – UWFA (Biology) Faculty member – UWFA (Theatre & Film -THFM) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Psychology - Alternate) Faculty Member- UWFA (Alternate) UWSA (Representative) UWSA (Alternate) Lead HVAC Technician – IUOE Building Maintenance Engineer - IUOE (Alternate) PSAC	X X X X X X X X X X X X X	X X X X X X X X X X X X X
	Guests (list any) Kevin Smith Vacant Martin Grainger Jennifer Trotman Tabitha Wood Emma Hill Kepron Dean Melvie Trina Wielkopolan	Manager, Safety and Health Occupational Safety and Health Officer Acting Director, Security and Risk Management Director, Campus Living Acting Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair Associate Dean of the Library, Acting Head of Systems Director, Recreations Facilities and Services EA, HR – Minute Taking	X X X X X X X X X X X X X	X X X X X X X X X X X X X

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
A. Call to Order	Meeting called to order at 10:07 a.m. *Quorum met	Chair: Natasha Tairarol	
B. Approval of Agenda	*Add TOR for Committee to New Business		Approved
C. Acceptance of Minutes	For Review: December 18, 2023	Motion by: Christopher Brauer Seconded by: Dean Melvie	Approved
D. Business Arising from the Minutes	Action Items: Is there a summary of how many syringes were found this quarter as opposed to last quarter? Kevin to provide a chart for comparison (Kevin) *Committee were looking to see trends and compare to previous years* Action Items: Discussion brought up by Kevin Smith on the importance of committee members attending inspections as part of their duties as a WSH Committee Member. Some suggestions were made on how to schedule inspections for committee members- maybe using a doodle poll or a machform sign up so when a date and location is taken, it will be removed from the list, this will make it easier for committee members to coordinate inspections based on their availability. (Kevin)	In the Incident Report for this quarter, you will find YTD, 2022, and 2023 actuals. Makeisha- the Safety and Health Office Assistant is reaching out to committee members and scheduling inspections based on members availability.	Complete Complete

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

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Signature Signature

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	<p>Action Items: Putting signs on door is against building code and fire code- it also needs to comply with AMA. Facilities has updated the guidelines and posters to reflect the concerns. Posters have been put up in stairwells and elevators.</p> <p>Action Items: Add greater communication on campus regarding working alone and isolation. There is a code of practice. The U of W safe app that has a personal safety toolbox. Share your location, flashlight. You must register, and you tap when you are working alone, and it does check ins. add greater communication on campus regarding working alone and isolation. https://itunes.apple.com/us/app/uw-safe/id1272307750?mt=8</p> <p>https://play.google.com/store/apps/details?id=com.cutcom.apparmor.uwinnipeg&hl=en</p> <p>There is a panic button on your desktop if you feel unsafe. You need to register for it. That is found on the security page. (link provided)</p> <p>Action Items: Elevators were down in RecPlex. Are there standards for how quickly they need to be fixed?</p> <p>Action Items: We need to continue to track incidents on campus so that security can determine if more security presence is needed on campus where students are writing exams. If there are big events, we ask for a guard. You can make that request. The concern has been raised about more security on campus for exams.</p> <p>Action Items: What mechanism will there be to communicate this info?</p>	<p>Kyle spoke to this; signage is up around campus.</p> <p>Marty updated the committee that TSC will be sending out a alert next week through the email system to test the app- previous alerts were not reaching all staff and then staff were receiving alerts at different times.</p> <p>M. Grainger spoke to this. More security has been added during the day, and security are making rounds. If you need security for exams, please let security know with advance notice and they will have more security present. If security can get a copy of the exam schedule- they can add security to exam rooms.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
<p>E. Reports</p>	<p>1. WSH Program Report (Kevin S)</p> <p>*March 21st Webinar being offered by OHC- please refer to PDF file and link if you are interested in attending.</p> <p>2. Lost time</p> <p>3. Incident & Fire Report (Kevin S)</p> <p>4. Security Report (Marty Grainger)</p> <p>Action Items: Q: Is there a way to communicate with students what security guards will do to protect students/staff- there is a perception with students that security will intervene in a risky situation. Security will restrain an individual until the police arrive. It is up to the individual guard if they want to step in when there is an altercation.</p>	<p>Please reference the report provided.</p> <p>Please reference the report provided.</p> <p>Marty provided a verbal update on some of the incidents on campus. Also discussed that the direction with Downtown Biz and DCSP is more about cleaning up the</p>	<p>Complete</p> <p>Complete</p>

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	<p>JT: Green Corridor is an issue- there have been numerous safety issues in the evening- can we take this to executive committee to have this discussed- maybe get a community officer to patrol this area. Residents' students are being impacted in this area as well as community using RecPlex. There are limitations as to what they can and cannot do- can senior management discuss this issue.</p> <p>KM: Renewed planning efforts are underway to redevelop the Green Corridor, enhancing connectivity across the campus. Various conceptual designs to prioritize safety and security have been proposed, and these initiatives will be incorporated into the forthcoming campus master planning.</p> <p>5. Building Inspection Report (Kevin S)</p> <p>NT: can a 3-hour before and a 30-minute reminder be sent to members before the inspections, so committee members are not late</p>	<p>downtown area. We are continuing to liaison with them. There is a request for WPS Foot patrol to have a higher presence on campus and security has added 2 more guards to the evening shift to patrol the area.</p> <p>The Health and Safety office has had the highest participation rate to date of committee members that attended inspections-so thank you! There were some members that cancelled inspections at the last minute- if you need to cancel, please try to provide sufficient notice so that the HS Office can find a replacement. (Kevin)</p>	<p>Ongoing</p> <p>Ongoing</p>
F. Subcommittee Reports	<p>1. Biosafety Committee Report (Tabitha Wood)</p> <p>2. Science Lab Safety Committee Report (Tabitha Wood)</p>	<p>Committee did not meet last quarter, refer to report.</p> <p>Refer to report.</p>	<p>Complete</p>
G. New Business	<p>1) Letter from faculty member</p> <p>*If a faculty member requires an accommodation- depending on the referral from the health care provider, this would go to Employee Health and Wellness, and accommodations can be put in place- masks are also available through the health and safety office- there is a machform request form.</p> <p>2) Air Quality complaint in Student Central</p> <p>3) Filing of incident Reports- please file incident reports in a timely manner so they can be addressed.</p>	<p>Carrie to draft response letter to faculty member. The University is following all recommendations and we are complying, and we are maintaining the same strategies used during the pandemic. There was no incident that occurred. We follow the provincial mandate.</p> <p>Independent consultants were brought in to test the air quality- Report came back from testing and air quality is within the guidelines.</p> <p>We are encouraging everyone to file a report if there is an incident on</p>	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>

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	<p>Committee members that sit on other sub-committees are being asked to bring forward any incidents or requests related to the WSH Committee so those incidents can be addressed at the quarterly meetings.</p> <p>4) TOR- some committee members are asking if the WSH Committee has a TOR.</p> <p>Action item: In case of emergency-if you call from your office line- do you need to dial (8) before calling 9-1-1- is there any way we can get a notice in the communication bulletin or on our website what procedures to take when there are various emergencies.</p>	<p>campus - there are incidents that are happening on campus and are not being reported.</p> <p>The latest version was from 2021, and TW sent a copy of the TOR to the WSH Committee on 3.15.24</p> <p>Assign at next meeting</p>	<p>Completed</p> <p>Ongoing</p>
H. Next Meeting	June 14, 2024		
I. Adjournment	Moved to adjourn at 11:49 a.m.	Motion by: Jillian Golby-Borsa Seconded by: Martin Grainger	Approved

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