

WSH COMMITTEE MINUTE FORM

See instructions



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

Other Business:

Complete Name and Address of Workplace	Employer Members	Occupation	Present	Absent	
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Phone: Tel: 786-7811 Fax: Fax: 774-2935 Meeting Date: May 1, 2020 Date of next meeting: June 3, 2020 Number of employees at the workplace: 850	Roberta Marsh Kyle MacDonald Julia Peemoeler	Co-chair, Chief Human Resources Officer Executive Director, Infrastructure Comptroller, Financial Reporting	X X X		
	Worker Members (list all) VACANT	Jillian Golby-Borsa Natasha Taiarol Peter Balagus Paul Holloway Derek Spenser Katherine Breward Binara Hewagamage Korolya Vargscarr Steven Shwaykosky Trevor Day Michael Dudley Jaime Orr VACANT	Manager, Ins. & Capital Acct. – Excluded Emp. Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager - AESES Technician - AESES Faculty member – UWFA Faculty Member- UWFA Faculty member – UWFA UWSA (Alternate) UWSA Engineer, Physical Plant (Alternate) HVAC Technician – IUOE Faculty Member- UWFA UWFA (Alternate) PSAC	X X X X X X X X X X	X X X X X
	Guests (list any) Kevin Smith Doug Brownridge Wade Carriere Jennifer Trotman Ginette Helgason Jens Franck	Safety and Health Specialist Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Assistant – HR (Minutes) Laboratory Safety Sub-Committee Chair	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
Call to Order Introduction	Meeting Called to Order, 12:40pm		
A. Approval of Agenda		Moved by N. Taiarol, Seconded by K. Breward	
B. Acceptance of Minutes	Minutes accepted.	Moved to accept by N. Taiarol, Seconded by K. Breward	
C. Business Arising from the minutes:	<ul style="list-style-type: none"> (NT) Biosafety policy- what type of feedback are you looking for? (NT) Field trip risk & liability previously mentioned by D. Pollock; for further follow up from M. Emslie. (NT) Critical Job Inventory- subcommittee to be formed? (NT) First Aid certificates- when will they be available & are they still given to staff who complete the course; (KS) certificates are in the Safety office until staff return to campus. 		
D. Reading Correspondence	<ul style="list-style-type: none"> Info from Safe Work MB; May 3-9 is Safety & Health Week; SafeWork awards deadline is May 8; KS to send info/links; categories on SafeWork website. 		
E. New Business	<ul style="list-style-type: none"> Review of reports completed with discussions: Biosafety Committee - ongoing issue with researchers since last summer; discussion to continue with internal committee; lengthy to put together per T. Wood; no further concerns from group. Radiation Safety- no comments. Science Lab Safety Subcommittee - N. Taiarol concerned with cryogen transfer education for general UW community re: elevators and other confined spaces; clarification provided in lengthy discussion re: air displacement; large dewar 		

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.

() Print name of Employer Co-Chair- Roberta Marsh (X) Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

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	<p>vs small dewar and procedures in place for both.</p> <ul style="list-style-type: none"> - Air quality testing in RCFE lab and office next door; P. Balagus noted receipt of evaluations and recommendations; summaries showed concerning chemicals not found in any hazardous levels in both spaces but shared ventilation is causing same amounts to show in the office space. Relocation of office occupants has occurred; K. Smith has advised relocation efforts will continue once staff/faculty are back on campus as well as follow up with K. MacDonald in Facilities for pressure balances and building controls. <p>Inspection Report</p> <ul style="list-style-type: none"> - D. Brownridge noted committee participation is almost at 50%; trials with volunteering vs assigning inspections ongoing; advice to use outlook calendar for future inspections may result in better turnout. <p>Incident/ Fire Report-</p> <ul style="list-style-type: none"> - found needles & sharps on campus showing increasing trend in some areas; discussion re: specific areas including downtown location & meth crisis included; sharps receptacles not being used despite availability; reminder of process for found sharps is to contact security who have been training in safe disposal methods. - Most committee members interested in counts specific to their areas on campus & outside areas to be categorized more specifically. - Discussion re: fire incidents mischievous vs mechanical/accidental; recent incidents were due to a faulty product installed which has been replaced with a different product & a mischief episode in Bulman Centre. 	<p>Further follow up with Chemistry dept. and Facilities on outcomes of air quality testing- K. Smith/K. MacDonald</p> <p>Additions of specific areas including Library to be added to report- K. Smith</p> <p>Outdoor areas to be specified on report- K. Smith</p> <p>Clarification on cause of fire ie: Mischief or mechanical/accidental, etc. to be added to reports- K. Smith</p>	
F. Reports from Subcommittees; Safety; Security; Inspection	<p>All reports submitted, distributed and reviewed prior to meeting; all committee members are encouraged to attend an inspection</p> <p>iAuditor licenses purchased to create enhanced analytics, reports & increase transparency.</p>		
G. WSH Metrics	<ul style="list-style-type: none"> - Action list analytics showing progress of work & tracking tasks to completion; working with Physical Plant on this & efforts showing closure of items within days to months depending on criticality, cost and workloads; K. MacDonald noted the entries are helping to close the loop and lend efficiency to communications. 	<p>Ongoing reporting for next quarter- D. Brownridge</p>	
H. Direct WSH Policies- Review Process	<p>Policies directly affecting the WSH Committee include the RWLE, Working alone/in isolation & Safety & Health.</p> <p>RWLE policy currently in review/revision process.</p> <p>WSH Policy & Work Alone Policy reviews carried over to next meeting; feedback required by June 2nd, 2020; all policies need to receive Board of Regents support and Governance Committee support</p>	<p>Feedback on policy updates/changes- All- policies as sent in March 2020.</p>	
I. Other Business	<p>None</p>		
J. Next Meeting	<p>Wednesday, June 3rd, 2020 @ 12:30pm</p> <p>Location: TBD- 2M70 or Zoom</p>		
K. Adjournment	<p>2:00pm</p>		

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