

**COMMITTEE MINUTE 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

<b>Complete Name and Address of Workplace</b>  The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9  <b>Phone:</b> Tel: 786-7811  <b>Fax:</b> Fax: 774-2935  <b>Meeting date:</b> September 10, 2020  <b>Date of next meeting:</b> December 10, 2020  <b>Number of employees at the workplace:</b> 850	<b>Employer Members</b> Mike EMSLIE Marni YASUMATSU Julia PEEMOELER Kyle MacDONALD	<b>Occupation</b> VP Finance and Administration AVP Human Resources Comptroller Executive Director, Facilities & Infrastructure	<b>Present</b> X X X X	<b>Absent</b>	
	<b>Worker Members (list all)</b> VACANT Jillian Golby BORSA Natasha TAIAROL Peter BALAGUS Paul HOLLOWAY Katharine BREWARD Michael DUDLEY Jamie ORR Karolya VARGSCAR Binara HEWAGAMAGE Trevor DAY Steven SHWAYKOSKY VACANT	CMP Administrative Manager - AESES Lab Manager - AESES Technician - AESES Faculty member – UWFA Faculty Member – UWFA Faculty Member - UWFA Faculty Member – UWFA (Alternate) General Manager - UWSA VP Student Affairs - UWSA (Alternate) Lead HVAC Technician – IUOE 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 X X X X
	<b>Guests (list any)</b> Kevin SMITH Doug BROWNRIDGE Wade CARRIERE Jennifer TROTMAN Jens FRANCK Daniel LEONARD	Manager, Safety and Health Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Chair, Department of Biology Senior Analyst, Policy and Planning	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
Call to Order Introduction	14:07h		
A. Approval of Agenda	Motion to adopt agenda	Franck/Dudley	
B. Acceptance of Minutes	Minutes from previous meeting not provided to committee before meeting.	Kevin Smith to provide minutes for June meeting in addition to September meeting	
C. New Business	Policy Review – Updated policy provided to members in advance of meeting. Daniel LEONARD spoke to the change outlining a process for complaints, and the procedure to be followed which strengthens the Safety Office ability to deal with flagrant violations to the Safety and Health Policy. It is intended to be relevant beyond COVID-19 and the requirement now to wear a mask on campus. Mike EMSLIE indicated that the intention was not to create more disciplinary matters, but to provide the Safety Office greater authority to deal with immediate concerns in the workplace.	Discussion raised no significant concerns over the changes. All employees are directed to look on the website and monitor communications sent in the weekly bulletins for updates with regard to pandemic procedures.	Closed
D. Variance	Kevin SMITH indicated to members he would be preparing an application to the Province to renew the Variance to the WSH Program with regard to committee composition as the three year term was expiring in October.	Kevin SMITH to provide all members with document.	In Process

**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.

( X ) Print name of Employer Co-Chair Mike Emslie ( ) Print Name of Worker Co-Chair Natasha Taiarol

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
<b>E. Return to Safe Service</b>	Kevin SMITH provided an overview of changes to campus as a result of Public Health Recommendations outlined in Phases I-IV. Pods on campus have been established with electronic check-in, sanitization stations located strategically, Physical Distancing Guidance is in place for all Faculty, Staff and Students. No visitors are allowed to campus without prior approval. Details on further expansion of faculty and staff to return are available on the website.		
<b>F. Washrooms</b>	What is the status of washroom cleaning?	Washrooms are attended twice daily in open pods, and a log is established for people to see when last cleaning occurred. If people use washrooms which are not in open pods, contact cleaning services. Workers encouraged to report missing log sheets by reporting to Donna MARCHAK in facilities.	Ongoing
<b>G. Drinking Fountains</b>	Where can staff/faculty/students get drinking water?  Karolya VARGSCARR indicated the UWSA would be open for forming partnership with the university to increase the number of touchless water bottle fill stations on campus.	All water fountains which are not touchless have been disabled. Water fountains in some locations have been converted to water bottle fill stations with sanitizing wipes and instructions for cleaning before and after filling bottles. Directional posters have been put up to indicate the nearest fountain in all open pods.  Karolya VARGSCARR to contact Kyle MACDONALD to move forward with proposal.	Ongoing
<b>H. Vending Machines</b>	Jillian Golby BORSA enquired if vending machines are being filled and if they are being cleaned.	Kyle MACDONALD indicated some vending machines have been refilled for the return to school and that he will add the vending machine to the list of high touch points for the cleaning staff	Ongoing
<b>I. Areas of Respite</b>	Kevin SMITH indicated Lounges and common kitchens are a concern due to cleaning schedules and the practicality of physical distancing. All shared public microwaves have been turned off or made inaccessible.	All workers advised to keep kitchen areas clean after use.	Ongoing
<b>J. Indoor Air Quality</b>	Jens FRANCK inquired if there was a concern for virus to transfer through ductwork in the air handling systems.	Kyle MACDONALD indicated the facilities department was upgrading the MERV value of some filters on campus but doing so can sometimes cause stress on the system. It is a dynamic issue being monitored by the engineering department, but people should feel safe with the quality of the building air.	Closed
<b>K. Working Alone</b>	Peter BALAGUS enquired if the university had relaxed the working alone policy as a result of the pandemic due to seeing people working alone in labs.	Kevin SMITH indicated the university had definitely not relaxed the working alone policy or procedures and that workers and supervisors should have an understanding of the hazards of working alone and to utilize security services for checking in if necessary. The Working Alone Policy and Procedures can be found on the University website.	Closed.
<b>L. Adjournment.</b>	Move to Adjourn - <b>BALAGUS</b>		

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