

**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

Complete Name and Address of Workplace	Employer Members	Occupation	Present	Absent
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9  <b>Phone:</b> 204-786-7811  <b>Fax:</b> 204-774-2935  <b>Meeting date:</b> December 10, 2020  <b>Date of next meeting:</b> March 10, 2021  <b>Number of employees at the workplace:</b> 860	Marni Yasumatsu Kyle Macdonald Julia Peemoeller	Associate Vice President – Human Resources, Co-Chair Executive Director, Infrastructure Comptroller, Financial Services	X X	X
	<b>Worker Members</b> Vacant Jillian Golby-Borsa Natasha Tairiol Peter Balagus Paul Holloway Jaime Orr Katherine Breward Michael Dudley Karolya Vargscarr Binara Hewagamage Trevor Day Steven Shwaykosky Tina Matias-Bouchard	CMP Group Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – AESES (X) Technician – AESES (Chemistry) Faculty Member – UWFA (Biology) Faculty member – UWFA (Library) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Library) UWSA UWSA (Alternate) Lead HVAC Technician – IUOE Shift Engineer - IUOE (Alternate) PSAC	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 Tabitha Wood	Manager, Safety and Health Occupational Safety and Health Officer Manager, Security, Emergency Preparedness and Insurance Director, Campus Living Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair	X X X X X	

Agenda Item	Subject, Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken <b>Action By (who &amp; when)</b>	Status
<b>Call to Order Introduction</b>	Meeting called to order at 12:10 p.m. *Quorum met	Chair – N. Tairiol	
<b>A. Approval of Agenda</b>	<b>D. Brownridge – Item to be added:</b> Holiday Thank-you  Corrections (spelling) to be made to Agenda (worker members): “Karolya” “Matias”  K.Smith confirmed that the 2017 TOR is current	<b>Motion by:</b> Katherine Breward <b>Seconded by:</b> Michael Dudley	<b>Approved</b>  <b>Completed</b>
<b>B. Acceptance of Minutes</b>	<b>June 12, 2020 Minutes</b>  K.Smith - Clarified that <i>Return to Safe Services Phase I</i> was Collegiate Staff.  N.Tairiol – addition to June 12 <sup>th</sup> minutes re: Radon Testing  K.Breward – Gender Neutral Washrooms – were any closed (due to misuse)?	<b>Motion by:</b> Katherine Breward <b>Seconded by:</b> Michael Dudley  All test results were well under the Canadian guidelines of less than 200 Bq/m <sup>3</sup> , and therefore required no remediation.  K.Smith/ K.Macdonald - Clarified – No WRs closed – only enhanced cleaning measures with measures added for tracking this. One Gender Neutral WR added to 4 <sup>th</sup> floor.	<b>Approved</b>

**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 Marni Yasumatsu ( X ) Print Name of Worker Co-Chair Natasha Tairiol

Signature Approved by MY Jan 14, 2021

Signature Approved by NT Jan 14, 2021

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<p>Revisited discussion re: Safe spaces on campus for the BIPOC community. Signage – Training – Need for further discussion and action. Evolved into wider discussion of Employment Equity on Campus. *Other areas (Library, Faculty, etc.) are already meeting on this issue within their units.</p> <p>M.Yasumatsu – as a University, we are looking into an anti-racism program. The <i>Employment Equity Policy</i> is under review in 2021; an <i>Employment Equity Advisory Committee</i> is being constituted to further this work.</p> <p><b>September 10, 2020 Minutes</b></p> <p>Revised – J. Golby-Borsa did not raise the item of (H) vending machines. This was part of the comment raised about operation and cleaning microwaves.</p> <p>N.Taiarol - Addition to minutes re: Return to Safe Service – Public Health recommendation - contact tracing as part of electronic check-in measures.</p>	<p><b>Action item:</b> K.Breward to send email seeking committee member's interest in attending additional meeting to address this topic.</p> <p><b>Motion by:</b> Trevor Day <b>Seconded by:</b> Peter Balagus</p> <p><b>Action Item:</b> N.Taiarol to review attendees to verify.</p>	Approved
<b>C. Business Arising from the Minutes</b>	<p>It was noted that many ad hoc S&amp;H committees have arisen across the University, which include some of our members. With the expiration of our Committee Variance (Oct 2020) we could benefit from their input on the upcoming application.</p> <p>Program review should include metrics – goals and objectives to properly establish the S&amp;H culture.</p> <p>S&amp;H office is working with partners across campus re: risk assessments. These are done on an as needed basis as people return to their areas. Working closely with facilities to implement. Inspections take place across 23 work areas.</p> <ul style="list-style-type: none"> <li>• Full Pods Completed: Asper Centre; DW; MB Hall floors 1 and 2; Wesley and Leatherdale Halls; RecPlex; Buhler; Bryce Hall.</li> <li>• Partial or Closed: Centennial Hall; Lockhart; Ashdown; HBO; Menno Simons; Rice; UWSA; Library.</li> </ul> <p>Reminder – if you see an area in need, please inform the S&amp;H Office.</p>	<p><b>Action Item:</b> K.Smith – to strike a subcommittee to address the variance application.</p> <p>To be included in the variance.</p>	
<b>D. New Business</b>	<p>COVID Safe Return to Work online training available.</p> <p>Link: <a href="https://www.safemanitoba.com/Education/Pages/COVID-19-Best-Practices-for-a-Safe-Workplace.aspx">https://www.safemanitoba.com/Education/Pages/COVID-19-Best-Practices-for-a-Safe-Workplace.aspx</a></p> <p>Addresses best practices and responsibilities of both employee and employer. Committee members are entitled to two days of educational leave under the act.</p>		Ongoing
<b>E. Subcommittee Reports</b>	<p>Incident Report</p> <ul style="list-style-type: none"> <li>• Greater specificity was requested and addressed re: <u>locations</u> of incidents.</li> <li>• One medical incident - mental health and work-life balance related. Be kind to one's self and others.</li> </ul>		

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( ) Print name of Employer Co-Chair     Marni Yasumatsu     ( X ) Print Name of Worker Co-Chair     Natasha Taiarol    

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Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<ul style="list-style-type: none"> <li>• Working on mental health support review for staff; audit on medical benefits to ensure access for all needs.</li> <li>• Creating a resources list re: community supports that can be accessed. Focus on workload and mental health.</li> </ul>	<p><b>Action Item:</b> K. Vargscarr to share resource list with Safety Office to seek other recommendations.</p>	
<b>H. 2021 Meeting Dates</b>	<ul style="list-style-type: none"> <li>• March 10, 2021 <ul style="list-style-type: none"> <li>○ Reports due to K. Smith: March 1</li> </ul> </li> <li>• June 17, 2021 <ul style="list-style-type: none"> <li>○ Reports due to K. Smith: June 7</li> </ul> </li> <li>• September 10, 2021 <ul style="list-style-type: none"> <li>○ Reports due to K. Smith: Sept 1</li> </ul> </li> <li>• Dec 10, 2021 <ul style="list-style-type: none"> <li>○ Reports due to K. Smith: Dec 1</li> </ul> </li> </ul>	<p><b>Action Item:</b> A.Morham Reminders to be sent re: upcoming meetings and report deadlines.</p>	<b>Completed</b>
<b>I. Adjournment.</b>	Move to Adjourn	<p><b>Motion by:</b> J.Golby-Borsa <b>Seconded by:</b> K.Vargscarr</p>	<b>Approved</b>

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