



THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE MINUTES

Complete Name and Address of Workplace: The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935 Workplace Safety & Health Meeting date: March 24, 2016 Date of next meeting: June 2016 Number of employees at the workplace: 850	Employer Members Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	Occupation Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	Present X X X	Regrets X X
	Worker Members Deanna Pollock James Hanley Kim Monson Ed DuVal Malcolm Bird Vacant Ian Elliot Karolya Vargscarr Peter Balagus Peyton Veitch Doug Foster Jonathan Doty Jamie Galka	Occupation Manager, Ins. & Capital Acct. – Excluded Emp. Co-Chair, Faculty Member - UWFA Technician - AESES Shipping/Rec. - AESES Faculty member – UWFA Faculty Member – UWFA (alternate) Faculty Member – UWFA UWSA Technician - AESES UWSA (Alternate) Plumber – IUOE IUOE (Alternate) Faculty Member - UWFA	Present X X X X X X X X X X X	Regrets X X X
	Guests/Resource Persons (list any) Kevin Smith Sangita Shah Martin Grainger Jennifer Trolman Jan Byrd Erin McCarthy	Occupation Safety and Health Specialist Lab Safety Officer Director Emergency Prep and Security Manager, Campus Living Executive Director, Wellness and Student Life (Alternate) Human Resources (Minutes)	Present X X X X	Regrets X X

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom & when	Status
Call to Order	The meeting was called to order at 12:50 p.m.	Moved by Laurel Repski, Seconded by Kim Monson and Peyton Veitch	Carried
A. Approval of Agenda	The Agenda was put forward and accepted.	Moved by Kim Monson and Seconded by Peyton Veitch	Carried.
B. Acceptance of Minutes:	The Minutes of the Meeting from December 9, 2015 were put forward for acceptance.	Moved by Kim Monson and Seconded by James Hanley	Carried.
C. Business Arising from the Minutes			
1. Field Work Policy:	Policy has gone through consultations and significant feedback was received from all parties including the Corporate Secretary's Office. Further amendments to the draft Policy and Procedures will be made at which time the documents will be forwarded to the Vice-President Academic who will have overall responsibility for the Policy. It was also noted that the new Experiential Learning Co-ordinator (Daniel Leonard) will have a significant role to play in the administration of the Policy	Mary Anne to do final edits following which Policy and Procedures to be forwarded to Neil Besner.	

RLS

CAK 5 Apr 2016 Page 1 of 4

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
-------------	--	---	--------

	<p>and Procedures as the primary contact. It was noted that not all feedback can be reflected in the final document, but when implemented if something isn't working things can be changed. Daniel has also reviewed the documents. It was also noted that even though the Policy and Procedures have not been formally adopted, everyone is encouraged to begin to use the principles now.</p>		
<p>2. Violence Prevention Policy:</p>	<p>Investigations need to be resolved with respect to the role of the Committee. Once this segment is redrafted the Policy will go to the Corporate Secretary's Office for review.</p> <p>Training opportunities are already available and employees may attend with no loss of pay.</p>	<p>Once the policy is finalized it will come back to the Committee to be vetted.</p>	
<p>3. Working Alone Policy Revision:</p>	<p>It's currently on the website and has been taken care of.</p>	<p>This item to be removed from future agendas.</p>	
<p>4. Disposal of used needles in washrooms</p>	<p>Only 2 reports since last meeting and neither were found in the washrooms Guards are advised and trained on how to handle.</p> <p>It was noted that this issue was also addressed at previous meeting.</p>	<p>Digital Mapping was done with Kevin Rosen.</p> <p>Ensure that Bee Clean staffs are trained in disposal.</p>	
<p>D. Reading Correspondence</p>	<p>There was no correspondence to come before the committee.</p>		
<p>E. New Business</p>	<p>No new business.</p>		
<p>F. Reports from Subcommittees</p>			
<p>1. Radiation Safety Committee</p>	<p>Nothing to report since the November inspection.</p>		
<p>2. Laboratory Safety Committee</p>	<p>The Lab Safety Committee discussed the DSM audit results, although did not have time to review the full report. They also discussed fire safety and animal importation. Kevin noted that there wasn't enough time to go over the entire agenda and a further meeting will be held.</p>	<p>Expected to hold another meeting on April 8, 2016.</p>	
<p>G. Safety Incident Report Summary</p>	<p>The incident summary report was reviewed. A discussion took place around lab safety procedures whether proper PPE is being worn by students. This issue of lab coats had been raised in the DSM audit and is being reviewed.</p> <p>It was suggested that Peyton attend the next Lab Safety Committee meeting where this will be discussed. Peyton cited a reference for the requirement of lab coats for students and was asked to provide it to the Committee.</p>	<p>Invite was extended to Peyton to attend the next meeting of the Lab Safety Committee. He will also provide the lab coat source.</p>	

R. Rosen

[Signature] 5 Apr 2016

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
H. Fire Safety Report	<p>Training has been done in the Daycare and the Global Welcome Center.</p> <p>There were some concerns and questions around the evacuation procedures and the role of the fire marshal. Will need to reassess the role and ensure there is enough coverage and that training is provided.</p>	Next quarter Kevin Smith will look at the issue of the role and responsibilities of the fire marshals.	
I. Security Report	<p>From December – present 823 incidents were reported, majority of which were false alarm responses and City property incidents.</p> <p>Issue in the Duckworth and Rec Plex of youth stealing fire extinguishers and setting off fire alarms. Considering having fire extinguisher cabinets alarmed the same way that AED cabinets are alarmed.</p> <p>It was noted that there is an issue of AED kits being stolen. The kits are now attached to the AED with zip ties. Are also looking at increasing the alarm volume in some areas.</p> <p>Don't have enough cameras to cover all AEDs, but most are in line of sight. The AEDs are now part of the daily security patrols so that the cabinets are checked multiple times per day rather than monthly which will also help with the AEDs that are covered by cameras as only a few hours of recording would need to be reviewed.</p>	Marty and Kevin are following up.	
J. Health & Safety Program	Kevin informed the Committee that there is a new member in the Safety Office, Doug Brownridge, whose start date is March 28 th . Kevin indicated that the Safety Office had contracted Safety Services of Manitoba for a working at heights risk assessment project and that it will be Doug's role to implement it.		
K. Inspection Reports	<p>a) Kevin noted that the DSM report has been posted to the O: drive under 2016 meetings as a PDF file. It was noted that DSM had been brought in to audit lab safety processes as well as Safety Office procedures.</p> <p>DSM performed an audit on a random number of labs and provided the University with a report. Both the labs and the Safety Office will need to make some changes.</p> <p>Kevin indicated that a summary report on any systemic issues is in process. Lots to be done but some issue already addressed. A list of action items and a plan will be brought forward.</p> <p>b) Inspections have been done in the Duckworth and UWSA. UWSA visually things have improved and have increased their numeric score from 85 – 92%.</p>	<p>DSM audit can be found on the O: drive but is not for distribution outside the WS&H Committee. Confidential information for the Committee only.</p> <p>Kim & Peter were asked to bring a list of action items and plan of action from the Lab Safety Committee. Asked to ensure that it is attached to the minutes at the next meeting.</p>	
L. Review of Regulation Agency Inspection Reports	No report to review.		
M. Other Business:	A concern was voiced that we do not have alcohol consumption policy. Laurel indicated that perhaps it's something that we may need to look at.	Will review other university policies.	

KL

OK 5 Apr 2016


Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
-------------	--	---	--------

	<p>Question was asked whether guards have adequate training when it comes to assaults. Marty indicated that they do, but some feel as though it may not be comprehensive. Guards are supposed to call for back up when dealing with aggressive individuals.</p> <p>JT feels as though it should maybe be revisited. She indicated that residence staff are not feeling supported.</p> <p>It was noted that the current security contract is being reviewed and UWSA would like to be involved. It was noted that the contract falls under the administrator's jurisdiction.</p>	<p>JT to discuss her concerns directly with Marty and that he should be notified of any issues. Will need to look at the gaps with the security guard training.</p>	
N. Next Meeting	June 1, 2016		
O. Adjournment	As there was no further business to come to the meeting.	On a motion by Peyton Veitch	Adjourned

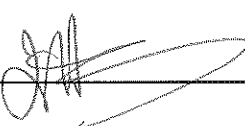
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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.

LAUREL KERSKI
(X) Print name of Employer Co-Chair


Signature

JAMES HANLEY
() Print Name of Worker Co-Chair


Signature

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board