

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: June 22, 2017 Date of next meeting: Sept. 20, 2017 Number of employees at the workplace: 850	Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	X		
	Worker Members (list all)				
	Deanna Pollock James Hanley Jillian Golby Borsa Natasha Taiarol Peter Balagus Malcolm Bird Ian Elliot Jamie Galka Laura Garinger Tiffani Sawatzky Doug Foster	Manager, Ins. & Capital Acct. – CMP Co-Chair, Faculty Member - UWFA Admin. Manager – AESES (Minutes) Biology Laboratory Manager - AESES Technician - AESES Faculty member – UWFA Faculty Member – UWFA Faculty Member - UWFA President - UWSA Social Sustainability Coordinator - UWSA Plumber – IUOE	X X X X X X X X X X		X
	Guests (list any)				
	Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Angelina Turney Kimberley Buffie	Safety and Health Specialist Lab Safety Officer Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Assistant – HR Laboratory Safety Sub-committee Chair	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	Meeting Called to Order, 12:40pm	Moved by James	
A. Approval of Agenda		Moved by Laurel; Seconded by Laura	
B. Acceptance of Minutes	One amendment - Jillian Golby Borsa requested this sentence be added to the Mar. 22/17 minutes, section J, on Safety and Health: Geoffrey Thompson came specifically to talk about the 2013 National Standard of Canada on "Psychological health and safety in the workplace."	Moved by Laurel; Seconded by Peter	
C. Business Arising from the minutes:	1. Violence Prevention Policy (Laurel Repski) <ul style="list-style-type: none"> The policy is currently with General Counsel and requires legal review. 2. Guarding Minds Survey (Laurel Repski) <ul style="list-style-type: none"> The survey will be launched this fall to help the UofW develop a mental health strategy. A campus health and wellness advisory committee will be operational by the fall. Focus groups will be held so that staff can contribute their feedback. 3. Security Board Report (Laurel Repski) <ul style="list-style-type: none"> Recently, a commitment was made to provide regular security updates to the Board of Regents. As such, a report was provided to them on May 1/17 for their 	Laurel to provide an update at the next meeting on Sept. 20/17.	

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 Laurel Repski (X) Print Name of Worker Co-Chair James Hanley

Signature Signature

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	<p>meeting that day.</p> <p>4. CNSC Inspection – Radiation Safety (Sangita Shah)</p> <ul style="list-style-type: none"> The inspection report is complete. Special thanks to the Chair, Desiree Vanderwel. <p>5. AppArmor Presentation (Martin Grainger)</p> <ul style="list-style-type: none"> A prototype is still being developed. UWSA and Communications are assisting. Hundreds of other universities worldwide are using similar apps. Once developed, students will receive an orientation to it at the general orientation given to students in September. The app will be free and available to anyone (not just UofW staff or students). 	<p>Staff who would like to test the app or review it to give feedback are asked to email Martin.</p> <p>Martin to find out if the map app overrides the auto-shut off on cell phones.</p>	
D. Reading Correspondence			
E. New Business			
F. Reports from Subcommittees	<p>1. Laboratory Safety Committee (Kimberley Buffie)</p> <p>2. Radiation Safety Committee (Sangita Shah)</p> <ul style="list-style-type: none"> The revised safety manual is complete. Terms of Reference 	<p>Motion by Malcolm to adopt the Terms of Reference; Seconded by Peter.</p>	
G. Safety Incident Report Summary	<p>March 16 – June 16, 2017 (Kevin Smith)</p> <ul style="list-style-type: none"> 65 incidents in total 2 secure lock boxes were installed recently in the AnX washrooms and are being monitored for needles. 4 have been ordered (2 for the Bulman Mezzanine and 2 for other areas to be determined) Trends across western Canada are similar to what is happening in Winnipeg. The number of needles found on campus are not significant compared to other locations in the city. Thanks to the UofW's awareness campaign (see UofW Communications' website), protocols are being followed and there have been no injuries reported. 		
H. Fire Safety Report	<p>March 9 – June 9, 2017 (Kevin Smith)</p> <ul style="list-style-type: none"> False fire alarms are on the rise, sounded by members of the community. 	<p>Laurel suggested the fire safety report be standardized, so that privacy is ensured and the Committee only receives pertinent information (concise reporting).</p>	Kevin
I. Security Report	<p>March 9 – June 9, 2017 (Martin Grainger)</p> <ul style="list-style-type: none"> Security is revisiting and re-educating staff & students on emergency response procedures. They are reviewing at proposal from a company that would do the training and hazard assessment (i.e. Where do people feel vulnerable?) The Committee will be meeting on July 5/17. 		
J. Safety and Health Program	<p>Physical Plant Training Program (Kevin Smith)</p> <ul style="list-style-type: none"> Fire Warden Training: 2 simulators have been ordered and will increase the Safety Office's ability to do fire extinguisher training. 		

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K. Inspection Reports	Laboratories (Sangita Shah) <ul style="list-style-type: none"> Sangita is looking for more volunteers to accompany her on lab inspections. (How can the UofW get more participation?) General Areas/Administrative Offices/Service Areas (Doug Brownridge) <ul style="list-style-type: none"> Scores for each area are anticipated to increase. Deficiencies are anticipated to decrease. All deficiencies are now being reported directly to Mike Thul. 	Suggestion by Laurel to standardize the lab inspection safety report, for concise reporting.	Sangita
L. Review of Regulatory Agency Inspection Reports			
M. Other Business			
N. Next Meeting	Sept. 20 th , 2017 12:30 – 2:00 pm Location: TBD		
O. Adjournment	2:05pm		

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