

## 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	Laurel Repski Gary Pawlychka Mike Thui Len Cain 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 X X	X
<b>Meeting date:</b> March 22, 2017	<b>Worker Members</b> (list all)			
<b>Date of next meeting:</b> June 22, 2017	Deanna Pollock James Hanley Jillian Golby Borsa	Manager, Ins. & Capital Acct. - CMP Co-Chair, Faculty Member - UWFA Administrative Manager - AESES	X X	X
<b>Number of employees at the workplace:</b> 850	Peter Balagus Malcolm Bird Ian Elliot Jamie Galka Karolya Vargscsan Tiffani Sawatzky  Doug Foster Jonathan Doty	Technician - AESES Faculty member - UWFA Faculty Member - UWFA General Manager - UWSA Social Sustainability Coordinator - UWSA Plumber - IUOE Service Worker - IUOE (Alternate)	X X X X X	X
	<b>Guests</b> (list any)	Safety and Health Specialist Lab Safety Officer 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

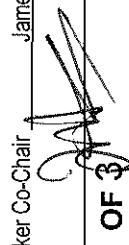
Agenda Item	Subject/Concern or Problem (see reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
<b>Call to Order Introduction</b>	Meeting Called to order /	Moved by Laurel	
<b>A. Approval of Agenda</b>	Noted: Education Component – Item J. Psychological Safety and Health Standard, Geoffrey Thompson scheduled to arrive at 1:30 pm	Moved by James Hanley, seconded by Mike Thui	
<b>B. Acceptance of Minutes</b>		Moved by James Hanley, seconded by Jamie Galka	
<b>C. Business Arising from the minutes:</b>	<ol style="list-style-type: none"> <li>Field Work Policy – this policy was approved by the Executive Priorities &amp; Planning (EPP) group and will be going forward to Governance for approval prior to May 1 Board of Regents meeting. After approval, the policy will be rolled out and implemented through the Provost and VP Academic office. It had been suggested that some policy work needs to be done concerning practicums .</li> <li>Violence Prevention Policy – Colin Morrison, Legal Counsel and Laurel Repski met with UWFA. The policy is being revised and will be brought back to the committee for review.</li> <li>Committee Terms of Reference – Mary Anne and James met to discuss outstanding questions with regard to the Terms of Reference and further revisions were made and reflected an</li> </ol>	<p>Laurel to bring forward at future meeting</p> <p>Voted On – Moved by Mary Anne, seconded by James that the amended document with further changes as noted at the meeting, be</p>	

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

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F. Reports from Subcommittees	<p>amended date effective March 2017.</p> <p>Worker Co-chair Hanley asked for clarification in section V on the apparent restriction on the Committee of Investigations of accidents or other dangerous occurrences to workers as opposed to persons. He was informed by Employer C-Chair Repski that the employer had taken legal advice on this matter. It was also confirmed that there is an obligation on the employer to investigate all incidents including those involving students. We will need a member appointed by the PSAC bargaining group for the June 22, 2017 WSHC meeting.</p>	Accepted, Angelina to distribute final Terms of Reference to the committee at the next meeting	Laurel
D. Reading Correspondence			
E. New Business			
G. Incident Report	<p>1. Laboratory Safety Committee (Kimberley) – report for information. In response to a question, it was clarified that while some PPE such as goggles is provided to students, lab coats must be purchased by the students.</p> <p>2. Radiation Safety Committee – Based on the CNSC inspection, it was found that a Radiation Safety manual was required. A manual has been created and feedback from the committee was requested by the Chair Radiation Safety Committee; however due to time constraints not all the feedback has been addressed and updated in the manual. The deadline for submission has been extended to April 2017.</p>	Sangita to provide update at June meeting	
H. Fire Safety Report	<p>December 8, 2016 – March 9, 2017 (Kevin)</p> <ul style="list-style-type: none"> <li>• 38 incidents in total</li> <li>• On Tuesday, March 21 a staff communication was released in the Faculty &amp; Staff Bulletin in regards to Safe Removal of Needles/Syringes. This message has also been added to Safety Office website. Further outreach to the University community will continue.</li> <li>• On Monday, March 20, the Board of Regents requested a report as there is concern of the increase of needles/syringes found on campus. This report will outline the history as to the increase, the number of syringes found on campus in the past year, along with what are we doing for safety and security.</li> <li>• Steel boxes for secure drop stations will be monitored in the areas in which they are installed to monitor the efficiency of the sharps disposal containers.</li> <li>• A request to have a steel box installed on the mezzanine level outside of the UWSA offices as needles have been found in the open area. This will be assessed.</li> <li>• Kevin has been working with Street Connections - they confirm our level of activity is quite low for an urban centre.</li> <li>• Training and procedures have been provided to Bee Clean, Security and Physical Plant for the safe handling of needles/syringes. These procedures have been asked to be shared with Housing and the UWSA to provide communication to these groups.</li> <li>• A free safety app will be implemented on campus that will be offered to faculty/staff/students for quick communications in emergency situations and has opportunities for Health &amp; Safety info to be included. Further details to follow.</li> </ul>	Laurel/Marty to work on report for the May 1st Board of Regents	Kevin
I. Security Report	<p>December 8, 2016 – March 9, 2017</p> <ul style="list-style-type: none"> <li>• It was noted that fire extinguishers are being stolen, particularly from the RecPlex which is an open building with little supervision.</li> <li>• Fire Warden Program</li> </ul>	Laurel/Marty to bring forward at future WSHC meeting	
	<ul style="list-style-type: none"> <li>• Report provided for information.</li> </ul>	Kevin to discuss next meeting	

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Signature \_\_\_\_\_

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<b>J. Safety and Health</b>	Physical Plant Training Program (Kevin)		
	<ul style="list-style-type: none"> <li>• Scheduled "just in time" monthly meetings, themes included – January, "Cold Weather protection and Safe Shoveling"; February, "Safe Work Procedures for type 1 Asbestos" and "Safe Work Procedures for entering Restricted Areas"; March, "Hearing Conservation"</li> </ul>		
	<p>Psychological Safety and Health Standard (Educational Component)</p> <ul style="list-style-type: none"> <li>• Geoffrey Thompson, RN from the MFL Occupational Health Centre met with the committee. He briefed the committee on the many services the OHC offers to various workplace environments in regards to mental health strategies, as an outcome of the Canadian Senate Standing Committee's report "Out of the Shadows at Last: Transforming Mental Health, Mental Illness and Addictions Services in Canada". The OHC offers various supports including training programs, strategies, workshops, etc. to work towards a healthy work environment. Benefits include retain and recruit talent, increased morale, enhanced productivity. The Committee will keep this opportunity in mind for future.</li> <li>• It was noted by Laurel that the University is looking at conducting the Guarding Minds survey through the Healthy Campus Advisory Committee.</li> </ul>		
<b>K. Inspection Reports</b>	<p>Laboratories</p> <ul style="list-style-type: none"> <li>• In Sangita's absence, Kevin provided the laboratory inspection report</li> <li>• General Areas/Administrative Offices/Service Areas</li> <li>• Doug provided the inspection report.</li> <li>• It was noted that we need more participation from the committee to perform the quarterly inspections</li> </ul>		
<b>L. Review of Regulatory Agency Inspection Reports</b>			
<b>M. Other Business</b>			
<b>N. Next Meeting</b>	June 22, 2017 – 12:30 – 2:00 pm Location: TBD		
<b>O. Adjournment</b>			

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