



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

COMMITTEE MINUTE FORM
 See instructions

Other Business:

Complete Name and Address of Workplace
 The University of Winnipeg
 515 Portage Avenue
 Winnipeg, MB R3B 2E9
Phone:
 Tel: 786-7811
Fax:
 Fax: 774-2935
Meeting date:
 December 8, 2016
Date of next meeting:
 March 22, 2017
Number of employees at the workplace:
 850

Employer Members	Worker Members (list all)	Occupation	Present	Absent
Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	Deanna Pollock James Hanley Jillian Golby Borsa Ed DuVal Peter Balagus Malcolm Bird Ian Elliot Jamie Galka Karolya Vargscarr Laura Eise Garinger Doug Foster Jonathan Doty	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 X	
Guests (list any) Kevin Smith Sangita Shah Doug Brownridge Martin Granger Jennifer Trohman Jan Byrd Angelina Turney	Safety and Health Specialist Lab Safety Officer Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Director, Wellness and Student Life (Alternate) Department Assistant – HR (Minutes)		X X X X X X X	X X X X

Agenda Item	Subject, Concern or Problem <i>(See reverse for completion instructions)</i>	Recommendation or Action To Be Taken <i>Action By (who & when)</i>	Status
Call to Order Introduction	Meeting called to order	Moved by Laurel	
A. Approval of Agenda	Amendment of Agenda - add to Agenda Item F – 3 Radiation Safety Committee	Moved by Mary Ann Walls, seconded by Len Cann	
B. Acceptance of Minutes	Amendment of Agenda Item F – Radiation Safety Committee should be listed as 1.; Laboratory Safety Committee should be listed as 2.	Moved by Mary Ann Walls, seconded by Gary Pawlychka	
C. Business Arising from the minutes:	1. Field Work Policy – This policy was not brought forward to the December APP, will be placed on January APP agenda. To date, this policy has been well received, it is an important policy and people like the direction that this policy has taken. Just need to confirm with Deans. Once approved, full implementation will be taken including communications, training and support and assistance from the Experiential Learning Office. 2. Violence Prevention Policy – this policy was reviewed by the UW General Counsel and has now been sent to an outside legal source for their interpretation to ensure we understand the role of the committee and that we utilizing	Laurel to have brought forward to APP for approval. Laurel to bring forward at future WSHC	

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] Signature [Signature]
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Agenda Item	Subject, Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken <small>Action By (who & when)</small>	Status
D. Reading Correspondence	Nothing to report		
E. New Business	None		
F. Reports from Subcommittees	<p>Co-Chairs thanked sub-committee chairs for providing reports in advance to the group. This helped in providing better discussions.</p> <p>1) Laboratory Safety Committee (report prepared by Sangita Shah)</p> <ul style="list-style-type: none"> Committee met on November 8, 2016. Kimberly Buffle chaired her first committee meeting as Chair. The Terms of Reference were reviewed and discussed, the committee decided the chair and vice-chair will be selected by the committee members. Spill Response Training is scheduled on December 7, 2016 On Scene First Aid Training is scheduled on December 14, 2016 <p>2) Asbestos Committee Report (report prepared by Kevin Smith)</p> <ul style="list-style-type: none"> John Mainer has retired from the university and Kevin Smith has taken on the role as the Asbestos Program Manager Kevin will present the Asbestos Management Program as a foundation at a future meeting <p>3) Radiation Safety Committee (report prepared by Sangita Shah)</p> <ul style="list-style-type: none"> Committee met on September 21, 2016 Natasha Talarol – Biology and Blair Jamieson – Physic have agreed to represent the UW Radiation Safety Committee The Liquid Scintillation Counter in Chemistry was replaced on November 8th by the manufacturers' technician, it was more than 8 years old and replaced at no cost. The old source is being stored in Physics. The UW Annual Compliance Report was submitted to the Canadian Nuclear Safety Commission (CNSC) before the deadline, a query was sent to Sangita for response, the response was submitted 	<p>Mary Ann and James Hanley to meet for clarification</p> <p>Kevin – March 22, 2017</p>	

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Signature  _____ Signature  _____
COMMITTEE MINUTE FORM **PAGE 2 OF 4**

Agenda Item	Subject, Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken <small>Action By (who & when)</small>	Status
	<ul style="list-style-type: none"> A full scope inspection by CNSC was performed in the action radioisotope labs, Kevin and Sangita were interviewed. Inspection findings were: some procedures and forms in the lab have not been reviewed or approved by CNSC, final disposal records for solid wastes were not available; there is one survey meter available, there is question if a back up meter is available while the main is out of calibration; confirmation records that outgoing excepted packages from the lab being monitored were not available. A written draft response to CNSC was left with Desiree Vanderwell for approval prior to submission – deadline December 9, 2016. 		
G. Incident Report	<p>September 28, 2016 – December 8, 2016 (report provided by Kevin)</p> <ul style="list-style-type: none"> Amend Incident #3 in the "Who" column from Staff to Student; Incident #11 in the "Who" column from Staff to Contractor We cannot stay ahead of the needle incidents At this time Security can only handle/dispose of needles Kevin is working with Facilities Bee Clean will train staff to know how to handle needles Need to install safe disposal site boxes, however they most likely will not be used Need to improve communications, should someone come in contact/see a needle. Place a communication on the monitors throughout campus 	<ul style="list-style-type: none"> Doug Brownridge is working with the UM/SA A correspondence will be drafted by Kevin to the McFeelector's residents 	
H. Fire Safety Report	<p>September 28, 2016 – December 8, 2016 (report provided by Kevin)</p> <ul style="list-style-type: none"> McFeelectors Residence had a false alarm on November 17, 2016. From the time the residents were evacuated, WFPS responded to the call and released the property, it was a total of 13 minutes. ELP requested a presentation and fire drill to educate their international students so they understand the emergency procedures in Ashdown Hall. A full evacuation was performed on October 28, 2016 in the AnX and Rice Building. Total evacuation time was 9:32:34. A few minor issues with the alarm system were identified and repaired while under fire guard. The evening ELP staff have requested a fire drill activity which will be scheduled next year 		
I. Security Report	<p>October 1, 2016 – November 28, 2016 (report provided by Marty)</p> <ul style="list-style-type: none"> 491 incidents were reported – 2 assaults, 3 robberies/attempted robbery, 8 needles were found, e hazards identified and 12 medical issues. We have over 200 operational cameras on campus, 4 presently out of commission. We have a multi-year cameral upgrade going on. In the Rice Centre, we have cameras on 7th and 9th floor, both entrances and front foyer. The cameras in the AnX belong to UW. 	<p>Mike Thul to follow up with Brian about the bike area</p>	

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Signature 

Signature _____

James Hanley

COMMITTEE MINUTE FORM

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J. Safety and Health	<ul style="list-style-type: none"> Security Audit – 4th Floor Wesley will install panic alarms. The University Club staff at times do work alone. <i>Subject to approval of the union members + budget availability</i>		
K. Inspection Reports	Laboratories: <ul style="list-style-type: none"> 54 completed; 19 scheduled; 7 labs pending Report with corrective action plan, please submit to Kevin General: <ul style="list-style-type: none"> We have completed 3 quarterly's for the year. Manitoba Hall has been split into 2 sections Our scores are constantly improving Our template is continually evolving and improving Doug Brownridge has been involving the primary contact for the area which helps in accountability 		
L. Review of Regulatory Agency Inspection Reports			
M. Other Business			
N. Next Meeting	Wednesday, March 22, 2017 12:30 – 2:00 pm Location: 9 th Floor Rice Boardroom		
O. Adjournment		Moved by Mike Thul, seconded by Deanna Pollock	

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Signature *Laurel Repski* Signature *James Hanley*
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