

**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 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  X X X X	
<b>Phone:</b> Tel: 786-7811 <b>Fax:</b> Fax: 774-2935	<b>Worker Members</b> (list all) Deanna Pollock James Hanley Jillian Golby Borsa Ed DuVal Peter Balagus Malcolm Bird Ian Elliot Jamie Galika Karolya Vargscarr Laura Elsie Gainger Doug Foster Jonathan Doty	Manager, Ins. & Capital Acct. – CMP Co-Chair, Faculty Member - UWFA Administrative Manager - AESES Shipping/Rec. - AESES Technician - AESES Faculty member – UWFA Faculty Member – UWFA Faculty Member - UWFA General Manager - UWSA VP Student Affairs - UWSA (Alternate) Plumber – IUOE Service Worker - IUOE (Alternate)	X X X  X X  X X  X X X	          X       X        X X
<b>Meeting date:</b> June 14, 2016 <b>Date of next meeting:</b> September 26, 2016 <b>Number of employees at the workplace:</b> 850	<b>Guests</b> (list any) Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Jan Byrd  Erin McCarthy Sheng Lu	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) Safety Office Intern – RRC Safety and Health Program	X           X X X X	              X        X X

Date of Origin	Concern or Problem <small>(See reverse for completion instructions)</small>	Recommendation or Action To Be Taken	Action By <small>(who &amp; when)</small>
	<b>Call to Order Introduction</b> The meeting was called to order at 12:30 p.m.	Moved by James Hanley	Carried
A.	<b>Approval of Agenda</b> The Agenda was put forward. A request was made to defer the Terms of Reference until the next meeting due to the Committee not being provided with enough notice to review the draft document. The amended Agenda was accepted as presented.	Moved by Laurel Repski and Seconded by Malcolm Bird	Carried
B.	<b>Acceptance of Minutes</b> The Minutes of the Meeting from March 24, 2016 were put forward for acceptance.	Moved by Laurel Repski and Seconded by Karolya Vargscarr	Carried
C.	<b>Business Arising from the minutes:</b> <b>1. Field Work Policy</b> All the work has been completed. It was determined that the policy is more appropriately the responsibility of the VP Academic. A small group has been struck to do a final review of the policy and procedures.	Laurel has a meeting with Neil on the policy and the application and implementation. Laurel feels confident that it will be signed off.	

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

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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] Signature [Signature]  
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	<p><b>2. Violence Prevention Policy</b> - The policy has been finalized and is being brought to the committee for review and consultation. It is also being provided to UWFA as they have input into any policy that may lead to disciplinary action for their members. It was noted that the policy is the result of a legislated requirement. In drafting the policy an extensive review was conducted of similar policies at other Canadian Universities. The policy has been reviewed by the University's General Counsel.</p> <p>A lengthy discussion of the policy provisions took place as follows: That there needs to be an effective reporting mechanism to allow for the public to be made aware of assaults.</p> <p>It was confirmed that there is a challenge with communication and that a way needs to be found to do so, especially with students as many do not check their UWinnipeg email accounts. Need to keep in consideration that there is a fine line between creating fear and making sure that people have enough information to be safe.</p> <p>A question arose if there was a way to identify exceptions in the policy when someone steps in to help in an assault situation. It was noted that the policy is a tool and each situation will be assessed on its own merits.</p> <p>It was raised that there is no violence risk assessment for specific areas.</p> <p>It was noted that risk assessments will be done after the policy has been approved as part of implementation. Training will also need to be provided at that time. Intent is to be fully compliant, but need to do things a procedural order.</p> <p>An issue was raised concerning the wording surrounding the investigative process and that WS&amp;HC will not be involved in investigations unless training is done. It was noted that the regulations and guidelines make no reference to having to be trained and that the committee should not be excluded on that basis.</p> <p>It was noted that the University has an obligation to ensure that Committee members are trained in order to discharge their duties competently.</p> <p>It was also noted that an untrained individual participating in an investigation could potentially compromise the investigation. A committee member could be an observer if not trained.</p> <p>It was also seen as an issue that the committee would not take part in an investigation of incidents involving students and incidents where the police services are involved. It was noted that there is no intent to keep information from the Committee and that the University intends to continue to provide appropriate reporting to the Committee of any incidents and/or investigations. The intent of any investigation is to identify the root causes of the incident in order to prevent a re-occurrence, and that the Committee's participation could take place through the report review.</p> <p>It was also noted that in general students do not fall under the Act unless they are also considered to be workers. It was also noted that if the police are involved the University would defer any investigation.</p> <p>It was confirmed that policy does apply to students and that Marty monitors daily the incidents on campus.</p> <p>Worker co-chair objected that the Procedures document does not make reference to particular workspaces where an incident of violence has occurred or particular job functions that have experienced an incident of violence as per regulation 11.4 (a). Also objected that under Procedure #22 the duty of the worker co-chair to carry out [regulation 2.9(2)] an investigation is not clear. Worker co-chair claimed that involvement of the police does not preclude an investigation by the co-chairs and acknowledged that police investigation takes priority. Circumstances [regulations 2.9(1)] under which worker co-chairs must carry out investigation needs to be made clear, suggests using language from provincial Guide for <u>Preventing Violence in the Workplace</u> (August 2011) pp. 8-9. Worker co-chair also disagrees that incidents of violence committed against students who are not workers should not be investigated by co-chairs; believes that they are covered under (c) of "worker" definition in the statute.</p>	<p>Effective reporting mechanism will be developed.</p> <p>Risk assessments and training will be conducted as part of implementation. The committee's participation in the risk assessments will be reviewed and a report will be brought to the Committee for discussion at the next meeting.</p> <p>Will review the policy wording to ensure it reflects that the police have first priority in any investigation.</p> <p>Laurel indicated that the University will review all feedback that was discussed and see what possible changes can be made. Will electronically send back to the committee for feedback then will be forwarded to UWFA and Sr. Executive.</p>	

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6/14	<b>D. Reading Correspondence</b> - A notice was received from SAFEWork Manitoba promoting a one-day conference (Voices for Injury Prevention) on September 28th at a cost of \$200 per person. Committee members are encouraged to participate.	Interested Committee members should let Laurel know and she will try and arrange funding.	
6/14	<b>E. New Business</b> - Kevin reported that Rec & Athletics and the Rec Plex departments have struck an Athletics risk management committee and will be meeting quarterly.		
	<b>F. Reports From Subcommittees:</b> 1. Laboratory Safety Committee Met on Friday and are currently looking for a Chair. It is deemed to be important that the Chair be a faculty member. Also, implementing monthly inspections with the use of tablets; training will be conducted. Also noted that respirators are needed for spill response team. 2. Asbestos Committee - Obligated to report annually as per legislation.	Doug and Kevin are conducting informal training for inspectors using tablets. Kevin working with Science Administration to find a committee chair and to purchase respirators Next meeting in September.  Kevin requested to give him until the September meeting. Malcolm and Jonathan will be meeting on this.	
	<b>G. Safety Incident Report Summary:</b> March 21, 2016 – June 10, 2016 Kevin indicated 8 recorded incidents, and brought attentions to number 2 & 3 incidents on the report. Guards followed all appropriate procedures, no medical attention was needed and in his opinion there were no gaps		
	<b>H. Fire Safety Report:</b> March 21, 2016 – June 10, 2016 Kevin is hoping to get together in the Fall with fire wardens as there is no official report. Discussed at emergency management meeting. Currently looking at refining the fire warden program. It was noted that a number of departments have moved and require retraining. Several false alarms all causes were known and have been addressed.	Kevin will review fire warden program and provide retraining.	
	<b>I. Security Report:</b> March 21, 2016 – June 10, 2016 9 incidents with needles have been reported and found in various locations around campus. Two were found in the Hive and UWSA staff was trained by Doug on proper procedure for found needles. One incident drew attention to the fact that was the construction site was not securing the gate and needles were found in the portable toilets but will be locking perimeter on a go forward basis.	Kevin will continue to monitor situation with Marty	
	<b>J. Health &amp; Safety Program:</b> <b>Committee Terms of Reference</b> - New reference was presented to committee without enough time for review.  Working at Height Risk Assessment Update - Follow up from February this year on project done by Safety Services MB. Doug working on completing the project and will be bringing recommendations at next meeting.  Confined Space Program Update Project worked on by Sheng. Purpose is to catalogue (including location and description) and label all confined spaces on campus. Risk analysis has been done on all and currently working at labeling all the areas. Currently there are 196 confined spaces and 131 have been labeled to date.	Deferred to next meeting.  Doug will bring recommendations to next meeting.	

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	<p>Confined Space Program (Continued)</p> <p>Recommendations given by Sheng are:</p> <ol style="list-style-type: none"> <li>1) Risk level to be added to labels to eliminate having to cross reference to a master list that someone may not have on hand with them.</li> <li>2) All space labels should be inspected every 3 years for damage.</li> <li>3) All staff retrained every 3 years and new hires be trained immediately.</li> <li>4) Report any damaged or missing to labels to the Health and Safety Office.</li> </ol> <p>Meeting Dates for 2016-2017</p> <p>Meeting dates will be set in September when the schedule for the new academic year is known.</p>	<p>Next step is implementation of recommendations. Labels inspections will be added to regular inspection on audit checklist</p> <p>Next meeting will take place on Monday, Sep. 28<sup>th</sup> @ 12:30</p>	
	<p><b>K. Inspection Reports</b> Inspection scores were distributed to committee members along with current monitoring list of low level hazards.</p> <p>Laboratories</p> <p>General Areas / Administrative Offices</p> <p>Service Areas</p>	<p>Better data on the labs will be provided in September.</p> <p>Doug indicated all inspection have been completed on campus. A new report has been developed including scoring.</p> <p>In the future, the report will be broken down between general /admin and service areas. Also developed a hazard monitoring list.</p>	
	<p><b>L. Review of Regulatory Agency Inspection Reports:</b></p>	<p>N/A</p>	
	<p><b>M. Other Business</b></p>	<p>N/A</p>	
	<p><b>O. Adjournment</b></p>	<p>Motion: Mike Thul</p>	<p>Carried</p>

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( ) Print name of Employer Co-Chair David Rocki \_\_\_\_\_ Print Name of Worker Co-Chair JAMES HANLEY \_\_\_\_\_  
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