

**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:

<b>Complete Name and Address of Workplace</b> The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9  <b>Phone:</b> Tel: 786-7811 Fax: 774-2935		<b>Employer Members</b> Laurel Repski  Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	<b>Occupation</b> Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	<b>Present</b> X X X X X	<b>Absent</b> X
<b>Meeting date:</b> September 30, 2016 <b>Date of next meeting:</b> December 8, 2016 <b>Number of employees at the workplace:</b> 850		<b>Worker Members (list all)</b> Deanna Pollock James Hanley Jillian Golby Borsa Ed DuVal Peter Balaguas Malcolm Bird Ian Elliot Jamie Gaika Karolya Vargascarr Laura Elsie Garinger 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 General Manager - UWSA VP Student Affairs - UWWSA (Alternate) Plumber – IUOE Service Worker - IUOE (Alternate)	X X  X  X X X X	X X X X  X X
<b>Guests (list any)</b> Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Jan Byrd  Erin McCarthy			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

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 Repski	Carried
<b>A. Approval of Agenda</b>	Amendment of next meeting date.	Moved by Mike Thul, seconded by James Hanley	Carried
<b>B. Acceptance of Minutes</b>	The Minutes of the Meeting from June 14 were put forward for acceptance.	Moved by James Hanley, seconded by Ed Duval	Carried
<b>C. Business Arising from the minutes:</b>	<ol style="list-style-type: none"> <li><b>Field Work Policy</b> Going forward to the executive committee and Academic Planning and Priorities Committee in October or November. Should move forward for approval.</li> <li><b>Violence Prevention Policy</b> The draft policy and procedures had been revised as a result of the discussions at the June Committee meeting. The revised policy and procedures were discussed and the following further concerns were raised: <ul style="list-style-type: none"> <li>- more context is needed in the area surrounding verbal abuse linking it to threats;</li> <li>- similarly linking vandalism to threats;</li> </ul> </li> </ol>		

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In my opinion, the above is an accurate record of this meeting.

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Signature Laurel Repski \_\_\_\_\_ Signature \_\_\_\_\_

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	<ul style="list-style-type: none"> <li>- a strong objection was noted in relation to item number 22 "Investigation", paragraph 2, as believe that it is not consistent with Regulations for three reasons: one, feel the Co-Chairs or their designates should participate in all investigations and not just Serious Incident investigations; two, believe that the Committee is responsible for carrying out the investigation rather than just participating; and three, feel that it is inappropriate to exclude anyone from the investigation due to lack of appropriate training.</li> <li>- Provide clearer wording re the instances when WPS are called and that the person (victim) has a say whether the WPS are called in.</li> <li>- It was confirmed that training will be provided.</li> <li>- Physical Plant and Bee Clean staff should be added to positions that are deemed to be higher risk.</li> </ul>	<p><i>*all investigations noted in regulation 2.9 # co-chairs or designates</i></p> <p>All recommendations are noted and will be looked at.</p> <p>If any substantive changes are made to policy the committee will be notified of these and the policy will be brought back to the committee to consult.</p>	
D. Reading Correspondence	<p>SAFE Work Manitoba – Voices for Injury Prevention Conference – September 28 - This was discussed at previous meeting but there were no attendees.</p> <p>It was noted that three members of the Committee, Laura Garringer, James HANLEY and Jillian GOLBY-BORSA completed training on conducting investigations from SAFE Work Manitoba.</p>	<p>Extra steps will be taken to follow up with committee members on education offerings to ensure that all committee members have relevant information. When anyone attends training, they will notify Kevin Smith and he will record this.</p>	
E. New Business	<p>Athletics Risk Management Committee</p> <p>It was noted that risks present in Athletics that are unique to that area, as they have many community members that come into the facilities in the later hours of the day. A risk assessment had been conducted by CURIE and the Athletic Risk Management Committee is acting on their recommendations. The Committee meets quarterly and Kevin has attended two such meetings.</p> <p>There was a discussion as to whether the Athletics Risk Management Committee should become a sub-committee of the WS&amp;HC. There seemed to be general support, but it was noted that the Committee's Terms of Reference would need to be amended.</p>	<p>Will determine whether the Athletics Risk Management Committee should become a sub-committee of the WS&amp;HC.</p>	
F. Reports from Subcommittees	<p>1. <b>Laboratory Safety Committee</b> (report provided by Sangita)</p> <ul style="list-style-type: none"> <li>- The committee met on Sept 21.</li> <li>- Draft Radiation Safety Manual is in the final stage review.</li> <li>- Term of Reference – draft copy of Terms of Reference was presented to the committee members.</li> <li>- It was noted that a Liquid Scintillation Counter (LSC) needs source replacement as the source is encapsulated in plastic which may crack over time. The manufacturer, Beckman, has agreed to replace the source at no cost. The old source will be stored in the Physics storage room until disposal. The source replacement will happen before December 2016.</li> <li>- The Physics disposal inventory will be updated and a quote for disposal will be obtained.</li> <li>- Physical Plant and Security Supervisors will be reminded to renew radiation safety training for their staff.</li> <li>- Internal permits for labs/areas that use radioactive materials have been renewed.</li> <li>- Annual Financial Guarantee requirements for the decommissioning of radiation labs have been compiled with.</li> <li>- CNSC 2015 Inspection Reports: University received B+ grade from the CNSC.</li> </ul>	<p><i>Request for lab safety report to be provided to the committee in advance.</i></p>	

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	<p><b>2. Radiation Safety Committee</b> (report provided by Sangita)</p> <ul style="list-style-type: none"> <li>- University received HPTA licence for Biosafety level II labs. The only outstanding requirement is the Administrative Oversight plan.</li> <li>- The University's WHMIS online training has been revised to reflect WHMIS 2015. Safety Office is updating WHMIS workplace labels and WHMIS posters in lab/areas where controlled products are used/stored. Lab door placards have also been revised to reflect the changes.</li> <li>- All fume hoods and ventilated lab benches on campus have been tested and certified. Any identified deficiencies will be corrected by Physical Plant staff.</li> <li>- Four lab safety training sessions have been conducted between July and September for RCFE new staff and research students.</li> <li>- Chemical spill cleanup training has been scheduled for University staff on December 7<sup>th</sup> 2016.</li> </ul> <p><b>3. Asbestos Committee</b> (report provided by Kevin)</p> <p>It was noted that changes to Asbestos regulations have been made. Training for Physical Plant staff has been scheduled for December.</p>	<p><i>A written report to be provided to the Committee in advance. JK-JH</i></p>	
<b>G. Incident Report</b>	<p><b>June 11, 2016 – September 23, 2016</b> (report provided by Kevin)</p> <p>Has been a spike in the number of syringes that have been found at various locations. It was noted that the Bulman Centre has also seen a rise in the number of found sharps. This is a major fluctuation since last Fall. UWSA has had their training from the Safety office on how to handle the situation if they come across sharps.</p>	<p>Physical Plant employees will be trained on how to handle sharps and information will be provided to Bee Clean.</p>	
<b>H. Fire Safety Report</b>	<p><b>June 11, 2016 – September 23, 2016</b> (report provided by Kevin)</p> <p>A fire drill was done in the RCFE on August 25<sup>th</sup> and full evacuation was completed in less than 10 minutes</p> <p>Reviewing fire warden training and expectations during evacuations. All systems responded correctly during the evacuation.</p> <p>ELP has since moved from the RICE to Ashdown Hall and a fire drill has been requested so students know the emergency plans and staff know their responsibilities.</p>	<p>Brian Hughson from RICE would like to review the fire evacuation plan for the building.</p> <p>100+ wardens in place, currently working on adequate coverage.</p>	
<b>I. Security Report</b>	<p><b>June 11, 2016 – September 23, 2016</b> (report provided by Martin)</p> <p>Total of 710 incidents reported. Out of those 710 many have been reported syringe findings, facility problems, 39 thefts or attempted thefts, 32 bicycle thefts, 8 medical situations and 3 assaults. Not able to comment on the assaults due to privacy issues, but one was between a spouse and a staff member.</p> <p>Concerns surrounding making people aware of assaults that are occurring (Ex. Who, what where and when). Need to be cautious as to what information is given out due to privacy issues; however, a written report needs to be provided to the Committee.</p> <p>It was noted that cameras and a panic alarm were requested for 4<sup>th</sup> floor Wesley – follow up will be provided.</p>	<p>Martin to provide incident report to the Committee next week.</p> <p>Marty to provide follow up on 4<sup>th</sup> floor Wesley.</p>	

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<p><b>J. Safety and Health</b></p>	<p><b>Committee Terms of Reference</b></p> <p>The Committee discussed the proposed revisions to the Terms of Reference. The following items were noted for further review:</p> <p><b>II. H – Member Training</b></p> <ul style="list-style-type: none"> <li>- Suggested that the word “competently” be removed.</li> <li>- Suggested that a grandfathering clause be included for some of the basic training in recognition of the fact that a number of individuals have been on the committee for a lengthy time period.</li> <li>- Recommended that refresher training be done through Nexus as training for full days is a struggle.</li> </ul> <p><b>III. C - Responsibilities of Co-Chairs, number iv.</b></p> <ul style="list-style-type: none"> <li>- Request for new section referring to training and availability to be deleted.</li> </ul> <p><b>V. Investigations – last paragraph</b></p> <ul style="list-style-type: none"> <li>- Request for new paragraph stating requirements for training to be deleted as certain Committee members have now done their training and feel this paragraph is unnecessary.</li> </ul> <p><b>VII. Sub-Committees</b></p> <ul style="list-style-type: none"> <li>- Discussed whether the Athletic Committee should be included as a sub-committee.</li> <li>- Discussed whether the Chairs of sub-committees should attend meetings of the WS&amp;HC. Should at least be invited to attend.</li> <li>- Considered whether the UWSA committee should be included. It was noted that UWSA is a separate entity. The WS&amp;HC is interested in UWSA issues, but they have responsibility for themselves.</li> </ul> <p><b>Appendix A – Committee Structure</b></p> <ul style="list-style-type: none"> <li>- Objections were raised to the proposed reduction in the number of UWFA &amp; AESES committee representatives in order to allow a PSAC representative on the Committee. It was noted that Committee decisions are generally done by consensus as opposed to counting votes.</li> </ul> <p><b>Working at Height Risk Assessment Update</b> (report provided by Doug)</p> <p>Follow up to a working at heights assessment performed by Safety Services Manitoba on February 15, 2016.</p> <p>Scope of assessment included review of policy and procedure, visual inspections, fall arrest systems, guardrails, permanent/portable ladders and elevated work platforms.</p> <p>Objective was to close gaps within the University’s fall protection program.</p> <p>Focus areas are roof tops; anchor points and guard rails.</p> <p>Results some in need of an update, need to create a budget plan.</p> <p>Fixed and portable ladders currently working with GCR Agencies re fixed and portable ladders. Will have an inventory of all ladders on campus.</p> <p>Currently in the process of creating a critical job inventory, and safe work procedures based on their tasks to enhance training program. Training to be done on a regular basis and documented and stored for easy retrieval.</p>	<p>Kevin will look at the possibility of developing some training through Nexus, such as committee basics and workplace inspections.</p> <p>Dean Melvie will be invited to attend next meeting to discuss what the Athletics committee is doing.</p> <p>The Terms of Reference will be further reviewed at the next meeting before any changes are made.</p>	

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K. Inspection Reports	(report provided by Kevin)  Laboratories General Areas / Administrative Offices Service Areas  Some lower scores were questioned by the Committee. It was noted that the Auditor captures instances/situations rather than degree of risk which may skew results. Individual inspectors differ in how they enter their observations. A variety of scores is to be expected, and will be monitored over the year.  It was noted that not a lot of committee members are coming out for inspections.	Safety Office will be improving on communications to provide more notice. None.	
L. Review of Regulatory Agency Inspection Reports	A provincial WSH Officer attended the AnX and the report was submitted to committee. No improvements were included on the report.		
M. Other Business			
N. Next Meeting	December 8, 2016		
O. Adjournment			

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