THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE
MINUTES

Complete Name and Address of Workplace:	Employer Members	Occupation	Present	Regrets
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	Laurel Repski	Co-chair, V.P. Human Resources, Audit & Sustain.	X	
	Gary Pawlychka	Assoc. Controller, Financial Services	X	
	Mike Thul	Director, Physical Plant	X	
	Len Cann	Executive Director, Infrastructure		X
	Mary Anne Walls	Manager, Campus Health and Wellness (Alternate)	X	
Workplace Safety & Health Meeting date: April 3, 2014	**Worker Members**			
	Don Campbell	Faculty member - UWFA		X
Date of next meeting: June 4, 2014	Harald Weigeldt	Carpenter - IUOE	X	
	Deanna Pollock	Manager, Ins. & Capital Acct. – Excluded Emp.		X
	James Hanley	Co-Chair, Faculty Member - UWFA	X	
Number of employees at the workplace: 850	Kim Monson	Technician - AESES	X	
	Ed DuVal	Shipping/Rec. - AESES	X	
	Kimberley Buffie	Faculty member - UWFA		X
	Gerry Narynski	Faculty member - UWFA	X	
	Ted Turner	UWSA		X
	Peter Balagus	Technician - AESES		X
	Andree Forest	UWSA (Alternate)		X
	Doug Foster	Plumber – IUOE – (Alternate)		X
	Joan Grace	Faculty Member – UWFA (Alternate)	X	
	Guests/Resource Persons (list any)			
		Ethelinda Padua – Safety and Health Specialist	X	
		Sangita Shah – Lab Safety Officer	X	
		Martin Grainger – Director of Security	X	
		Lydia Warkentin – Student Life	X	
		Paula Hossack – Corp. Secretary's Office (Minutes)	X	

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom & when	Status
Call to Order	The meeting was called to order at 11:00 a.m.		
A. Approval of Agenda	The agenda was put forward as submitted.	On a motion by Kim Monson and seconded by Ed Duval, Resolved that the agenda be approved as submitted. **Carried.**	
B. Acceptance of Minutes of December 5, 2013	The Minutes from December 5, 2013 were presented. A question was raised regarding the Minutes from the March 6, 2014 meeting. It was noted that those minutes had not yet been signed.	On a motion by Ed Duval and seconded by Joan Grace, resolved that the minutes of December 5, 2013 be approved. **Carried.**	
C. New Business:			
3. Field Work Policy	Laurel Repski stated that there has been a lot of interest in the Field Work Policy. It was intended to have one standard policy throughout the campus. Once certain issues are address, the Policy will come back to this Committee for discussion.	To come for discussion at a future meeting.	

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1&2.Candles on Campus and Small Appliance Policy	Mary Anne Walls reported that the Candles on Campus and Small Appliances Policies had gone through the appropriate channels and have been approved. The effective date is April 14, 2014. Communication went out to the University through a Faculty and Staff Bulletin. Some concerns with the policies were noted.	Lydia Warkentin is to ensure that Diversity, Housing and Events are aware of these policies. M. Thul will contact L. Repski re the concerns	
4,7&8 Violence Prevention Policy, Working Alone Policy and WS&H Policy Revision	Mary Anne Walls reported that the Violence Preventions Policy is still with the Office of the University Secretary and General Counsel, She indicated that she believed that that was also the case with the Working Alone Policy and WS&H Policy Revision, but indicated that she needs to verify this	Waiting for the Office of the University Secretary and General Counsel.	
5. Bulman Air Quality Update	As there have been no updates, this matter is to come forward to the next meeting of the committee.	This agenda item is to be carried forward to the next meeting of the Committee.	
6. Eyewash stations	Ethelinda Padua reported that the pull down eye wash stations are being inspected weekly with some exceptions in the RCFE research labs, It was noted that funding had been approved for the request for tepid water. Starting with the more critical ones. The lower risk eye washes will need to be revisited, specifically all the workshops. priority lists have been made and the work for stations listed in the first priority list has been completed and the stations listed in the second priority list may take three to four months, and it may be that some of them may not have access to hot water.	A list of the lab/areas where temper control valves have been installed or need to be installed is to be provided in the next meeting.	
9. Chair – Lab Safety Committee	Ethelinda Padua reported that the revised terms of reference for the lab safety committee had been provided to the lab safety committee, deans and chairs and no other concerns were submitted to date.	It was agreed that Ethelinda Padua will serve as a non-voting Chair of the Lab Safety bcommittee.	
10. Variance Request/Terms of Reference	Ethelinda Padua reported that the variance request had been sent to the Government's Division of Workplace Safety and Health. Return correspondence had been received accepting the variance request with the stipulation that all labs be inspected monthly (there are approximately 102 labs). It was agreed that this stipulation was not feasible given the high number of labs and smaller number of members of the committee. Ethelinda Padua will draft several options to deal with this issue and send to Laurel and James for discussion and review. This will be discussed at the next meeting. Other suggestions included a separate Workplace Safety and Health Committee for the Richardson College for the Environment whose members will be responsible for the inspections in that building..	Ethelinda Padua is to find more feasible alternatives to the stipulations, and present them to the Committee before responding to the Division of Workplace Safety and Health. Sangita Shah is to bring a list of the high, medium and low risk laboratories to be inspected to the next meeting.	
11. Contractor Safety Program	Ethelinda Padua reported that the Contractor Safety program had been almost implemented, and it only required to be put on the Learning System.		

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12. S&H Committee Structure	Outstanding		
D. Reading Correspondence	No Correspondence		
E. New Business	No New Business		

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F. Reports from Subcommittees:			
1. Radiation Safety Committee	Desk top assessment was accepted by the CNSC. The CNSC was satisfied with the report. The Annual compliance report was also accepted. One outstanding item is the decommissioning documents of the RCFE lab, and Sangita is still waiting to receive from the internal permit holder since the report was submitted to the CNSC. The leak test for one above 50 MBq source was performed and sent to Cancer Care Manitoba. The result is below the CNSC level and it is safe to use. The Radiation Safety Policy and Procedure manual was revised by Sangita and will be reviewed by Ethelinda and Mary Anne before presenting to Radiation Safety Committee members. It was noted that the Terms of Reference for the Radiation Safety Committee should be reviewed to determine the appropriate Chair of the committee.	The Terms of Reference for the Radiation Safety Committee are to be reviewed to determine the Chair of the committee.	
2. Laboratory Safety Committee	The inspection of university research labs have been scheduled in the last two weeks of April. Labs will be inspected by Sangita and lab safety or health and safety committee member if available.		
G. Safety Incident Report Summary: January 1 – March 31, 2014	Safety incident reports included symptoms regarding air quality issues in the Technological Solutions Centre (TSC) area as well as the AnX building. The statistics were reviewed. It was suggested that Ethelinda provide details on the incidents and actions taken for the next meeting.	It was decided that Len Cann be contacted regarding how to proceed with the air issues in the TSC area. Ethelinda will prepare a report with more details	
H. Fire Safety Report: January 1 – March 31, 2014	Martin Grainger reported that Fire Warden training is taking place. Fire Safety video show is scheduled by the Safety Office on May 7th suggested by CURIE. All fire wardens and fire marshals will be invited. He also reported that this year, there had been eight false alarms, two actual alarms, and seventeen trouble alarms.		
I. Security Report: January 1 - March 31, 2014	Martin Grainger reported that there had been an eight percent decrease in serious incidents, and a large increase in Safe Rides, likely due to the extreme cold.		
J. Health & Safety Program:			
1. Safety and Health Training Report	Ethelinda Padua reported that training taken by an employee can now be entered into the Human Resources system, HRIS. The following training were completed and provided by the Safety Office: • Hands-on Fire Extinguisher • Radiation Safety – Support Staff Training • Transportation of Dangerous Goods Training • First Aider Training • AED Training • Fire Warden Training • Laboratory Safety Training		

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	Ethelinda reported that vaccinations would be done through the WRHA. Re the respirator protection program, training has been completed – it was noted that no one who is not clean shaven is tested.		
2. Confined Space Entry	The Confined Space Entry Program has been completed and training delivered to all stakeholders. Ethelinda Padua reported that training had occurred and was 90% implemented.		
3. Fall Protection	Ethelinda Padua reported that the Fall protection project will not take place until the snow if off of the roof.		
K. Inspection Reports:			
1. Laboratories, General Areas and Administrative Offices	Ethelinda Padua reported that inspections will continue after classes have ended. No major issues had been raised. Many non-compliance issues were identified from the UWSA photo lab during the inspection performed by Sangita.	Sangita will report on the follow-up inspection in the next meeting.	
L. Review of Regulatory Agency Inspection Reports:	None		
M. Other Business	• A question was raised regarding the mice infestation matter in the composting area that was raised that the December 5, 2013 meeting.It was reported that the matter had been dealt with by the Sustainability office and Physical Plant.		
N. Next Meeting	The next meeting of the Workplace Health and Safety Committee is scheduled for June 4, 2014.		
O. Adjournment	There was no other business to come before the meeting.	The meeting was adjourned.	

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

***BOTH** management and worker co-chairs must sign <u>each page</u> 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.

LAUREL ROSSI
(X) Print name of Employer Co-Chair

Signature

JAMES HANLEY
( ) Print Name of Worker Co-Chair

Signature

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board