

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION
COMMITTEE MINUTE FORM**

Name of Workplace	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
The University of Winnipeg	Laurel Repski	V.P. Human Resources	Present
515 Portage Avenue	Hugh Swan	Exc. Director of Campus Infrastructure	Present
Winnipeg, MB R3B 2E9	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
Tel: 786-7811	Len Cann	Director, Physical Plant	Present
Fax: 774-2935			

	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Regrets
	Harald Weigeldt	Carpenter, Physical Plant	Present
Date: December 7, 2011	Deanna Pollock	Ins. & Capital Acct.	Present
Next Mtg: Tuesday, March 7, 2012	James Hanley	History Prof.	Present
# of Empl: Approx. 800	Kim Monson	Geog. Tech.	Present
	Ed DuVal	Shipping/Rec.	Present
	Gabrielle Prefontaine	Archivist & FIPPA Coord.	Present
	Gerry Narynski	Collegiate Prof.	Regrets
	Ted Turner	Students' Assoc.	Regrets
	Marilyn Walker	Records Assistant	Present
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Resource persons: Sangita Shah, Alex Rowntree, and Marty Grainger (from The University) were also present at the meeting.

A. APPROVAL OF MINUTES OF October 13, 2011

- Changes were made to the next meeting date to reflect the December meeting.
- Changes were made to include Kim's field policy draft which will be developed and shared with the committee.

Minutes Approved with suggested change: Kim Monson/James Hanley ...CARRIED

B. APPROVAL OF AGENDA

- No changes required.

Agenda approved: Hugh Swan/Kim Monson ...CARRIED

C. BUSINESS ARISING FROM THE MINUTES

1. Smoking Policy –

- Have received a request from the Indigenous Affairs Office to separate smudging from the smoking policy for clarity. A request for more information was sent out.
- It was suggested that this issue could be resolved by adding a link to the smoking policy under the Aboriginal services web page.
- Gary will take pictures of other no-smoking signage on Colony to show the committee.
- There are no revised policies to review at this time. This item will be carried over to the next meeting.

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING

(X) Management Co-Chair – Laurel Repski

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2. Asbestos Management Program Update –

- A checklist has been created, but needs clarification regarding roles and responsibilities.
- Meeting was scheduled with those who will use this checklist. Requires a follow up meeting to approve the roles and responsibilities and where the asbestos management should reside.
- Checklist is to include the responsibility of updating the asbestos manual.
- Alex R will be setting up a meeting in the new year to discuss the responsibilities of the program and assigning them to the appropriate individual(s).

3. Small Appliance & Candle Policy – Update

- The group met to figure out areas of concern. Reminder was sent out at the end of August. Deanna will send out another reminder and book a follow up meeting. This item is in progress
- No updates to share. Deferred until next meeting.

4. Field Work Policy –

- Natalie Oree was addressing this before she left the University. Kim M and Susan W were working on this project but it changed directions during development. They need clear definitions of what field work policies cover versus field trips.
- Sangita S and Alex R will see what U of M and U of B have in place.
- Karolya V might have some information to add to this project.
- Alex to check Natalie's files to see if the draft can be located.
- .
- Kim shared the original policy that was drafted and then discuss the high lights of the new revised policy. Some components discussed were the Field Work Plan, Volunteer Form, Waiver forms and Appendix, Medical Conditions, Physical Conditions, Safe Storage of Chemicals.
- Kim, Sangita and Alex will meet and work on the final draft.
- Kim's draft policy will be sent out to the committee to review. Feedback should be provided to Kim by the middle of January. Committee to discuss/approve at the next meeting in March.

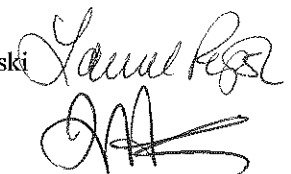
5. Workplace Violence – Update

- Marty G will be attending a session at Safe Work Manitoba on this topic.
- Committee was formed to work on the policy which consists of Marty, Kim, Laurel, Caroline Sztaba and Gabrielle Prefontaine. An additional member from UWSA is required.
- This committee will be meeting before the next WS&H Committee meeting. Marty did share some of the statistics on violence.
- Laurel will have an update for the next meeting.

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6. Composting Bins – Update

Issues have also been raised with the compost bins in the field.

- Have received a request from the Athletics Dept. to remove the compost bins in the soccer field due to complaints of rats and mice. Ted will follow-up with Len and Hugh.
- Composting is being planned for Bühler Centre and Richardson College; need to incorporate any lessons learned to-date.
- Ted Turner was not for this topic at the meeting. Deferred until the next meeting.

7. Bulman Centre Air Quality

- Continue to see exhaust concerns based on the activity recorded on the Logs. Since the last meeting there were only 2-4 incidents. Issues were raised due to cigarette smoke and exhaust fumes being pulled in from the exterior.
- Times have been recorded so now have something to track.
- CO2 monitor requested at last meeting will be followed up with the new Controls employee- Doug Foster.
- A meeting will be held (including M. Walls, or the new Safety Specialist with Ted to determine whether air quality testing is required.
- A discussion was held about best method to do any required air quality tests and it was decided to continue utilizing external service providers.
- Len C stated special filters were installed with carbon sorbents combined with regular filters. Engineering must be called once an issue is noticed so it can be investigated and recorded.
- Ted Turner was not present to discuss this issue. Deferred until the next meeting.

D **CORRESPONDENCE**

- Letter from Workplace Safety and Health was reviewed regarding the Collegiate inspection. The findings were reviewed with the committee and corrective actions discussed.

E. **REPORTS FROM SUBCOMMITTEES**

1. Radiation

- New sealed sources inventory for Physics storage was developed according to the CNSC regulations, exemption quantities.. One source that was missing from the list is listed below exemption levels.
- A complete list of all radioactive labs, storage, devices and sealed sources was made for CNSC Financial Guarantees.
- We scored a “B” rating on our CNSC inspection. The only item that needed to be improved on was our inventory list and internal permit.
- Internal Permits have been modified.
- Radioactive storage room has been organized by Sangita and Jeff.
- RCFE was added to our CNSC license.
- The Annual Compliance report has been submitted.

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2. Fire – Report as follows:

- Small incident reported at MacNamara link by the elevator. Small electrical heater caused alarms to go off and heater was replaced.
- Smoke Evacuation system at RCFE was revamped to fix problem.

3. Laboratories

- Kim M suggested the Lab Inspection Committee be renamed Lab Safety Committee to better reflect their roles. She would also like to see it expanded to include all lab departments. Kim made the motion; it was seconded by Ed DuVal and accepted by the committee.
- Lab safety committee members performed inspections of the lab prior to the Currie Risk Assessment Audit.
- SWP (Safe Work Procedures) for all labs and each chemical group are being developed after findings by WS&H for the Collegiate.
- Lab Door Placards are being produced and will placed on all exterior doors to list hazards and PPE requirements when entering a lab.
- Next chemical disposal date is schedules for Dec.15, 2011.
- First Aid training for Lab staff is scheduled for Dec. 14, 2011

4. Workshops

- No Report.
- A proposed schedule was made up for all inspections by Alex R- Safety Specialist.

5. General Inspection

- No Report.
- A proposed schedule was made up for all inspections by Alex R- Safety Specialist

6. Security

- A security incident involving WPS at a Balmoral student residence was discussed. The committee decided that no amendment to the smoking policy was required.

E. **SAFETY INCIDENT REPORTS SUMMARY**

- The Health and Safety Incidents were discussed by Alex.
- Alex discussed findings from the Currie Inspection which were very minor, CNSC inspection review, and WS&H inspection of the Collegiate.

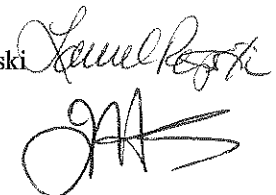
F. **SAFETY PROGRAM**

- Reminder there will be training for Safety Committee Basics hosted by the U of W on December 8, 2011 in room 1A06.

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G. **OTHER BUSINESS**

1. None to report

H. **NEXT MEETING**

The next meeting will be held on March 20, 2012 at 12:30 PM.

Meeting adjourned.

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Employee Co-Chair – James Hanley

The image shows two handwritten signatures. The top signature is in cursive and appears to read 'Laurel Repski'. The bottom signature is also in cursive and appears to read 'James Hanley'.