



Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
<b>C. Business Arising from the minutes:</b>			
<b>1. Candles on Campus Policy</b> <b>2. Small Appliance Policy</b> <b>3. Field Work Policy</b> <b>4. Violence Prevention Policy</b>	<p>Mary Anne Walls reported that items 1, 2 and 4 are still under review at the office of the University Secretary and General Counsel.</p> <p>The Field Work Policy was under consultation with Academic Units and the group had some concerns relevant to field trips within city limits and authorization requirements. A process is currently being developed to address these concerns.</p>	<p>Mary Anne to provide an update at the next meeting.</p> <p>Ethelinda to update at the next meeting.</p>	<p>Open</p> <p>Open</p>
<b>5. Bulman Centre Air Quality Update</b>	<p>Len Cann informed the Committee that there has been a lot of discussion on this matter, but not a lot to report. He noted that the air quality in the Bulman Centre is not unsafe (air quality monitoring has been done), but rather unpleasant when diesel fumes enter the building when cars/trucks continue to idle in areas where this is prohibited. Currently being enforced by Security and others in the Committee when observed</p> <p>Ted noted that there have been some improvements relevant to corrective actions when air quality issues are reported to Physical Plant and Safety Office and continue to monitor the situation. When air quality concerns occur, occupants are advised to remove themselves from the area until the smell dissipates.</p> <p>Ted and Len have discussed solutions however, these solutions are costly. Ted requested correspondence from Len stating the cost of a permanent fix and why it is not recommended.</p> <p>There were some discussions relevant to finding alternate space of UWSA offices, however, at this time, it isn't possible due to their specific needs (requiring all programs to be in the same space)</p> <p>It was noted that about 75% of people using the space are new each year and as a result more effort will be placed by UWSA on ongoing communication.</p>	<p>Len Cann is to supply correspondence to Ted Turner regarding the cost of a permanent fix of the air quality issue.</p> <p>Follow up is required at the next meeting.</p>	<p>Open</p> <p>Len</p>
<b>6. Eye Wash Stations</b>	<p>Ethelinda Padua reported to the Committee that the eyewash stations are now being inspected on a weekly basis. Some issues existed with the catch barrels used for the wall eyewash stations in RCFE as raised by Chemistry staff. Modifications have been done to the barrels to minimize water spills during inspection due to inadequate drainage systems. Will continue to investigate better alternatives.</p> <p>Ethelinda noted that the ANSI standards require eyewash stations to have tepid water. Some eyewash stations require this. A list of eyewash stations requiring mixing valves along with the approximate costs has been forwarded to Len Cann for funding consideration.</p>	<p>Ethelinda to provide an update at the next meeting</p>	<p>Open</p>

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7. Working Alone Policy	<p>It was reported that this policy is being reviewed by the Office of the University Secretary and General Counsel.</p> <p>It was noted that due to various access points to campus there may be an issue with reporting to Security.</p> <p>It was clarified that it is not necessary to check in physically with Security, but workers are required to check in once in their area by telephone.</p> <p>It was noted that this needs to be communicated to faculty and staff. Ethelinda noted that once approved, an implementation plan will be developed to ensure everyone is aware of the requirements and that managers/supervisors are aware of their responsibilities in ensuring a risk assessment is done; that a working alone plan is developed for those who work alone and staff who work alone are trained.</p>	Mary Anne and Ethelinda to provide an update.	Open
8. WS&H Policy Revision	<p>It was reported that this policy is being reviewed by the office of the University Secretary and General Counsel.</p> <p>Ethelinda noted that similar to any type of safety policies, an implementation plan is required to ensure everyone is aware of the policy.</p>	Mary Anne to provide an update at the next meeting.	Open
9. Safety & Health Program Audit – Status Report	<p>Ethelinda Padua reported that a documentation audit has been completed. The University is currently at 61% compliant. The next steps include observation and an interview process of 10% of the University population in order to conclude the audit.</p> <p>Audit recommendations will go to the VP Human Resources, Audit and Sustainability with funding requirements.</p> <p>A summary of the audit is available to members if requested.</p>	Ethelinda to provide updates relevant to progress.	Open
10. Chair - Lab Safety Committee <ul style="list-style-type: none"> <li>• Terms of Reference</li> </ul>	<p>It was reported that in September 2013, the Chair of the Lab Safety Committee stepped down and Ed Duval has resigned from the committee. In the interim, issues relevant to the laboratories will be forwarded to the Dean of Science and/or Chair of Departments for consultation purposes.</p> <p>Ethelinda has been recommended by the existing Lab Safety Committee members to be the Chair of the Committee. The terms of reference of this subcommittee have been revised to ensure appropriate description of its mandate and appropriate representation. Ethelinda will call a meeting when necessary.</p>	Ethelinda to provide an update at the next meeting	Open
11. Terms of Reference	Deferred until results of variance application are known.		Open
12. Contractor Safety - Program	<p>Ethelinda Padua reported that starting January 2014, the Contractor Safety Program will be implemented. Contractors will be required to complete a contractor safety program training through NEXUS prior to beginning work at the University.</p> <p>Currently, contractors are also being asked to supply a safety plan specific to the work and when required, are asked to provide a current training certificate as part of due diligence.</p>	Ethelinda will provide a communication to let everyone know about the Contractor Safety program.	Open

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<b>13. S&amp;H Committee Structure</b>	Ethelinda Padua reported that she received a request from the Manitoba Safety and Health Division to provide more information regarding the variance request: More specifically, a letter of support from Committee members confirming that the current structure of the WS&H Committee should remain with all its subcommittees reporting to the WS&H Committee of the University. A letter of support was distributed at the meeting to be signed by the Committee members.	Ethelinda Padua is to forward the signed letter to the Division.	Open
<b>D. Reading Correspondence</b>	There was nothing to report on this item.		
<b>E. New Business</b>	See other business.		
<b>F. Reports from Subcommittees</b>			
<b>1. Radiation Safety Committee</b>	<p>The U of W Desk top Assessment Report was submitted to CNSC on October 28<sup>th</sup>. The only outstanding item is submission of TDG training certificates for Shipping and Receiving staff.</p> <p>The U of W Annual Compliance Report has been submitted to CNSC on November 26<sup>th</sup>.</p> <p>Two Radiation Safety Programs have been implemented to comply with CNSC Desk top Assessment criteria:</p> <ol style="list-style-type: none"> <li>1) Dose Rate Surveys: Sangita will be conducting and documenting dose rate surveys once a month at storage room for beta and gamma exposures. The internal permit holder will be conducting dose rate surveys for neutron sources once a month at the storage room and whenever they are in use for research applications.</li> <li>2) Physical verification of radioisotopes inventory will be conducted by Sangita in presence of the internal permit holder once a year.</li> </ol> <p>Radiation Safety Training for Physical Plant and Security staff is on Nexus, Security staff has already been included in the training and Physical Plant staff will be trained in January.</p> <p>Disposal of open and sealed sources was done by Sangita with the consultation of the internal permit holder. All the disposal documents were forwarded to CNSC.</p> <p>We are in process of decommissioning our basic level lab at RCFE. The decommissioning documents will be forwarded to CNSC after receiving from the internal permit holder.</p>		Ongoing Reporting
<b>2. Laboratory Safety Committee</b>	<p>Procedures and guidelines on general lab procedures such as chemical storage, working safely with fume hoods, Ventilated Lab Benches and Biological Safety cabinet etc. were developed and ready to be posted on Safety Office website by Ethelinda.</p> <p>Sangita will represent Safety Office for the development of</p>		Ongoing Reporting

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	procedures and training for those who work with animals for the University Animal Care Committee.		
<b>G. Safety Incident Report Summary:</b>	January to December 2013: Ethelinda Padua reported that there had been 120 incidents reported, only one being serious. Most of the issues reported were air quality concerns which continue to be monitored and resolved as they occur.		Ongoing Reporting
<b>H. Fire Safety Report</b>	January to December 2013: Martin Grainger reported that there had been 40 false alarms or fire drills, but no actual fires. Ethelinda Padua reported that a Fire Warden program is being implemented around campus. The Science Building and the Rice Building Fire Warden Programs have been implemented. A drill is planned for the Science Building to be coordinated by the Fire Marshalls.		Ongoing Reporting
<b>I. Security Report</b>	January to December 2013: Martin Grainger reported that there had been 511 serious incidents, including 18 assaults and 3 sexual assaults.  A question was raised as to the discrepancy between Ethelinda's incident report and Marty's Security Report. It was noted that Security reports everything in which they are involved, including non-safety related issues, as well as incidents that do not take place on campus.		Ongoing Reporting
<b>J. Health and Safety Program</b> -Safety and Health Training Report -Confined Space Report -Fall Protection Procedures	The Confined Space and Fall Protection Program are currently being developed and anticipate completed by end of March 2014. In the meantime, assessments are being done and PPE's are used and staff concerns are being addressed specific to the task.  Training records will be integrated using the HRIS system with the goal of all training records being in the same location and online.		Ongoing Reporting
<b>K. Inspection Reports</b> -Laboratories -General Areas/Administrative Offices -CURIE Inspection Update	Sangita Shah reported that the bike lab has been inspected and the Theatre and Film studios will be inspected on December 17 <sup>th</sup> . UWSA photo lab will also be inspected. Ethelinda Padua reported that mechanical rooms were inspected. These only need to be inspected every six months, as they are also inspected by Physical Plant. The Administrative offices had been inspected. These only need to be inspected once per year. For non-compliance issues identified from RCFE by CURIE and lab inspection team during internal inspections chair of Chemistry and Biology will be consulted. CURIE inspection will be occurring this month for a building which is outside the CURIE claim. It was confirmed that fume hoods and benches have been inspected and all units have passed; however, certification stickers still need to be affixed.		Ongoing Reporting
<b>L. Review of Regulatory Agency Inspection Reports</b>			

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<b>M. Other Business</b>			
<b>1. Sharps Disposal</b>	Ted Turner explained that there needs to be more of an awareness of protocol regarding Sharps Disposal. Ethelinda offered to give training.	Ted Turner and Ethelinda Padua to continue discussion on this matter.	<b>Open</b>
<b>2. Service Workers wearing Vests</b>	Ed Duval asked why Service Workers were often seen without a reflective vest when working outside. Len confirmed that vests are a requirement for outside work and that he will bring it up with Mike Thul.	Len to discuss with Mike Thul to ensure the wearing of vests is enforced and that all applicable employees are aware of requirement.	<b>Open</b>
<b>3. Dock Recycling</b>	Ed Duval reported that there is an issue with the way the University recycles. Food waste in comingled materials is attracting mice and it has become a problem in the receiving area. It was noted that currently the University is using the least expensive way to recycle, but a better education campaign is required. It was also noted that the Committee's responsibility lies only with the health and safety aspect of this issue.	Ethelinda is to call a meeting with the stakeholders re the mice issue. Report to come back at the next meeting.	<b>Open</b>
<b>N. Next Meeting</b>	Next meeting to take place on March 6, 2014. Location to be determined.		
<b>O. Adjournment</b>	On a motion by Ted Turner and Seconded by Ed Duval	Resolved that the meeting be adjourned.	

**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.

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(X) Print name of Employer Co-Chair

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( ) Print Name of Worker Co-Chair

\_\_\_\_\_  
Signature

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Signature

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