



THE UNIVERSITY OF WINNIPEG
WORKPLACE SAFETY AND HEALTH COMMITTEE
MINUTES

Complete Name and Address of Workplace: The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935 Workplace Safety & Health Meeting date: June 4, 2013 Date of next meeting: September 10, 2013 Number of employees at the workplace: 800	Employer Members Laurel Repski Len Cann Gary Pawlychka Mike Thul Mary Anne Walls	Occupation Co-chair, V.P. Human Resources Exc. Director / Campus Infrastructure Assoc. Controller, Financial Services Director, Physical Plant Health and Wellness Manager (Alternate)	Present X X X X	Absent X
	Worker Members Don Campbell Harald Weigeldt Deanna Pollock James Hanley Kim Monson Ed DuVal Kimberley Buffie Gerry Narynski Ted Turner Peter Balagus Andree Forest Doug Foster (A)	Faculty member - UWFA Carpenter - IUOE Mgr. Ins. & Capital Acct. – Excluded Employees Co-Chair, Faculty Member - UWFA Technician - AESES Shipping/Rec. - AESES Faculty member - UWFA Faculty member – UWFA - Collegiate UWSA Technician - AESES UWSA (Alternate) Plumber - IUOE (Alternate)	Present X X X X X X X X X X	Absent X X X X
	Guests/Resource Persons Ethelinda Padua Sangita Shah Martin Grainger Jan Byrd (For Lydia Warkentin)	Safety and Health Specialist Laboratory Safety Officer Director Emergency Prep and Security Manager, Campus Living	Present X X X X	Absent

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom & when	Status
Call to Order	Meeting Called to Order at 12:30p.m.		
A. Approval of Agenda	Motion to Approve the Agenda Ed DuVal Seconded by Kim Monson	Carried.	
B. Acceptance of Minutes	Motion to Approve the Minutes of the March 6 and March 20 meetings by Ed DuVal. Seconded by Peter Balagus.	Carried.	

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C. Business Arising from the minutes:			
1. Asbestos Management	<p>The asbestos management program is at 80% completion. The inventory will be put into a database format to be accessible through shared computers with those who require access to the database. The inventory will include presumed, confirmed and clear asbestos.</p> <p>Signage for doors has been ordered.</p> <p>Internal Permit has been revised.</p>	<p>Next steps:</p> <ul style="list-style-type: none"> - Signage will be placed at each location indicating whether work permit is required or if it has been cleared. - Physical Plant Staff training has been completed for low hazard/risks work. - Others will be trained and Ethelinda will schedule same. - A description of the program will be put on the website as soon as all program contents are completed (by end of June 2013) 	Open
2. Candles on Campus Policy	<p>It was noted that these policies were all in the final process of being put on the University of Winnipeg Policy format and that the Fieldwork policy is already in the new format and is going to the University Secretary and General Counsel for review.</p> <p>The Ceremonial Use of Sacred Medicine Policy which had been approved at the committee level and had gone to the Senior Executive Group but it has not gone through the new appropriate channels and procedures need to be specified.</p>	<p>The policies will go through the appropriate channels going forward.</p> <p>Physical Plant is to be contacted when the Sacred Medicine is being used to avoid setting off fire alarms.</p>	Open
3. Small Appliance Policy			
4. Ceremonial Use of Sacred Medicine Policy			
5. Field Work Policy			
6. Bulman Centre Air Quality Update	<p>It was discussed that enforcement is required to stop smoking and idling in the area outside of Centennial Hall. It was noted, however, that restarting diesel trucks will affect the air quality as well. There was interest in rerouting the air intake in the Bulman Centre but this would be a massive project. It was mentioned that Student Services and Student Central in Ashdown Hall use an air purifier and this improves the quality of air in this area and perhaps may be considered.</p> <p>Ethelinda and Ted will continue to monitor.</p>	<p>Len Cann and Ted Turner to have a discussion regarding options to restructure the ventilation systems and report back at the next meeting.</p>	Open
7. Eyewash Stations	<p>The eye wash stations require weekly inspections. There are some eyewash stations that are not being tested due to the ineffective/absence of drainage systems. These eyewash stations cannot be used, however, there are redundancies in place in all areas where eyewash stations are required. The laboratory safety committee recommended that the eyewash stations that cannot be used to deemed inoperable and that signage be put in place to indicate same. Len Cann noted that he will meet with Doug Foster to see if there are any other options rather than deeming these eyewash stations inoperable. Len was asked to investigate this week and provide a</p>	<p>Since there are already functional eye wash stations at each lab, in the interim suspend the wall mounted eye wash stations. Len will report his findings this week before this is done.</p>	Open

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	<p>report to the Committee. If no solution is found, the plan will be to cease operation of these eyewash stations.</p> <p>Other eyewash stations require mixture valves to ensure tepid water is available. Ethelinda was provided with information relevant to the costs and will forward this to the appropriate management to consider.</p>	Ethelinda to forward to management for consideration.	
8. Reading Correspondence	An email was received by the Safety and Health Office regarding smoking in prohibited areas. It was noted that the issue has improved with signage and that ash urns are specifically placed in the areas where smoking is permitted. More communication is required to smokers and non-smokers about where smoking is permitted and prohibited.	Safety and Health Specialist is to draft a response to the writer of the email with the Co-Chairs of the Committee.	Closed
E. New Business:			
F. Reports from Subcommittees:			
<p>1.</p> <p>Radiation Safety Committee</p>	<p>Gamma survey meter was sent for the annual calibration.</p> <p>The radiation Safety Training PowerPoint presentation is ready but Sangita is waiting for the response from CNSC re: permission to use the information from CNSC website.</p> <p>To close the CNSC inspection report, physics staff was trained verbally re: Compliance Requirements – security, posting, labeling, purchasing procedure, permit application and amendment.</p> <p>The university CNSC licence has been amended in order to correctly classify the sources. Four sources listed as open sources are now listed as sealed sources in the amended licence. The licence amendment has been made after conversation with CNSC inspector and CNSC licensing specialist.</p> <p>Safe Work Procedures have been developed and implemented after the radiation incident occurred in March. CNSC was informed of the leak test results.</p> <p>Ethelinda will be added as an alternate RSO after she receives the RSO course certificate.</p> <p>Ethelinda will review the Radiation Safety Training for staff before posting it on Nexus.</p>		
<p>2.</p> <p>Laboratory Safety Committee</p>	<p>Lab placards of most of the labs on campus have been revised.</p> <p>VP research has been made aware of issues with shared research labs.</p>		

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	<p>VP research and Dean and Associate Dean of Science have been contacted re the Lab Safety policy, procedures development, consultation and development. They have been requested to contact department chairs so the subcommittee has a representative from the research side and lab safety procedures can go through proper consultation before implementation.</p> <p>A couple of non-compliance issues have been identified during the last waste disposal. Waste disposal procedure re; disposal of Ethidium Bromide for the Biology research labs will be developed.</p> <p>A list of non-compliance RCFE labs has been sent to the Dean of Science.</p> <p>Two lab safety training sessions were scheduled for RCFE lab staff and students. Over 30 people have attended the training on Safety Responsibilities, Lab Ventilation system, Lab equipment and Chemical and Biological Spill Cleanup procedures.</p> <p>An inventory of chemicals of most labs has been received from most labs.</p> <p>An MSDS web based database is now available and communications have been sent to the stakeholders. Any labs/departments who have access to the database will no longer be required to print MSDS's. Old MSDS manuals are being attached to our system as it is required to keep MSDS for 30 years.</p>		
<p>G. Safety Incident Report Summary: January – May 2013</p>	<p>85 incidents were reported between January and May of 2013. Mostly issues pertaining to air quality and elevator malfunctions. Some incidents are reported to Security and others are reported to the Safety and Health Specialist. Harassment incidents are only recorded if they formally go through Human Resources first. One Serious incident occurred at the end of May and an investigation was completed and corrective action implemented. Ed Duval the worker representative participated in the investigation along with the Director of Physical Plant where the injury occurred.</p> <p>Concerns/Complaints statistics will be available in September</p>	<p>Serious Incident was reported and the report will be provided to the Division via Minutes of Meeting as the Division asked that this incident be investigated internally.</p>	<p>Closed.</p>
<p>H. Fire Safety Report: January – May 2013</p>	<p>The University is presently up to date but some Fire alarms need to be replaced. Training for Fire Wardens took place in on the 7th and 9th floor of the Rice building.</p>	<p>There is to be a bigger push for Fire Wardens will take place to ensure there are people with proper training.</p>	<p>Open</p>
<p>I. Security Report: January – May 2013</p>	<p>1,120 incidents were reported to Security which is an increase from previous years. Assaults, Property Damage and Reported Thefts all increased. It was noted that the reports may have increased over all because Security is reporting small things, such as light bulb breakage, to Physical Plant. Safe Rides also increased this winter, likely because it was a longer and colder winter than last year.</p>		<p>Closed</p>
<p>J. Health & Safety Program:</p>			

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1. Contractor Safety -Program	Contractor Safety program is being developed. Ethelinda noted that she is having discussions with U of M regarding same.	Ethelinda to report at the September meeting.	Open
2. WWS&H Committee Structure	The committee endorses the proposed committee structure of itself and its sub-committees, with the addition of a PSCA member on the committee as presented in a draft document that was emailed to committee members by Ethelinda on March 21, 2013. Motion to endorse the proposed structure of the committee and its subcommittees, as presented in the March 21, 2013 document, and is to be reviewed in three years.	Carried Unanimously.	Closed
3. Compliance Report	It was noted that Audit services requested a compliance report from the Health and Safety Specialist. A self-audit will take place and will be provided to Audit Services and to this Committee for information.	Health and Safety Specialist to give a report to Audit Services	Open
4. Training Plan	The Safety and Health Specialist is currently working on a training plan to meet legislation compliance including training on roles and responsibilities for managers and supervisors, workplace safety and health committee members, etc.	Training schedule to be announced by the Safety and Health Specialist and will be publicized on the website.	Open
K. Inspection Reports			
1. Laboratories	Other Areas Inspections (other than Labs) - 65 out of 92 inspections have been done. - Labs continue to be inspected. After the follow-up inspections performed at RCFE, now only few labs at RCFE are at non-compliance stage. Alcohol found in fridges around the University is an issue. Will need to review with management.	Require members to participate in the inspections. 6 members are currently participating. Those wishing to register for support of inspections can do so by email. The Senior Executive Group will talk about the issue of alcohol in the fridges in the fall.	Open
2. General Areas / Admin Offices			
L. Review of Regulatory Agency Inspection Reports: CURRIE Inspection	CURIE inspections were completed last week. A report has not yet been received. However the inspector was impressed with the improvements so far. They will return in June to complete the inspection.	A report will be provided to the committee for information.	Open
M. Other Business:	The Respectful Workplace and Learning Environment Policy is now up on the Human Resources website. Training will occur for all U of W staff. The committee will be provided with training as well.	Laurel to arrange for training of committee members.	Open
N. Next Meeting:	The Next meeting is scheduled for September 10, 2013.	Ethelinda to schedule and announce.	
O. Adjournment:	Meeting adjourned at 2:00 p.m.		

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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LAUREL REPSKI

(X) Print name of Employer Co-Chair

[Handwritten Signature]

Signature

June 10, 2013

JAMES HANLEY

() Print Name of Worker Co-Chair

[Handwritten Signature]

Signature

14 June 2013

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board