

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION  
COMMITTEE MINUTE FORM –SIGNED DOCUMENTS ON FILE**

Name of Workplace	Mgmt. Members	Occupation	Attend.
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	Laurel Repski	V.P. Human Resources	Regrets
	Hugh Swan	Exc. Director of Campus Infrastructure	Present
	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
	Len Cann	Director, Physical Plant	Present
	Mary Anne Walls	Mgr. Campus Health & Wellness (University Alternate)	Present

Employee Members	Occupation	Attend.	
Date: June 27, 2012 Next Mtg: September 5, 2012 # of Empl: Approx. 800	Don Campbell	Physics Professor	Present
	Harald Weigeldt	Carpenter, Physical Plant	Regrets
	Deanna Pollock	Ins. & Capital Acct.	Regrets
	James Hanley	History Prof.	Present
	Kim Monson	Geog. Tech.	Regrets
	Ed DuVal	Shipping/Rec.	Present
	Gabrielle Prefontaine	Archivist & FIPPA Coord.	Regrets
	Gerry Narynski	Collegiate Prof.	Present
	Ted Turner	Students' Assoc.	Present
	Doug Foster (IUOE Alternate)	Plumber, Physical Plant	Present
	Doug Williams	Faculty Member, Psychology	Regrets
	Peter Balagus	Technician, Chemistry	Regrets
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Resource persons: Sangita Shah, Ethelinda Padua, Marty Grainger from The University, were also present at the meeting.

A. INTRODUCTION – Ethelinda Padua was introduced to the Committee as the University's new Health & Safety Specialist.

**B. APPROVAL OF AGENDA**

- With the following changes under new business: Respiratory Protection, Representation on Inspection Committes & Buses parked on Young Street.

Agenda approved: Ed Duval/Hugh Swan ...CARRIED

**C. APPROVAL OF MINUTES OF March 20, 2012**

- No revisions.

Minutes approved: Ed Du Val/Hugh Swan...CARRIED

**D. BUSINESS ARISING FROM THE MINUTES**

1. Smoking Policy – Update

- Report from Laurel is required. Deferred until next meeting.

2. Asbestos Management Program - Update

- Ethelinda will convene the workgroup to meet to complete the responsibilities initiative.
- Signage will be discussed and as part of the Plan for 2012-2013, signage implementation will be one of the priorities.
- A suggestion was made regarding the role of AMO (Asbestos Management Officer) – item was referred to the University.

3. Small Appliance & Candle Policy – Update

- Len noted that a meeting is scheduled on June 29, 2012 and will report at the next meeting.

4. Field Work Policy – Update

- Kim Monson was not present to report however, she has forwarded the information to Ethelinda. Kim requested that the Policy be forwarded to Senior Management for approval.
- The Committee members felt that they needed to review one more time as changes were made from the initial draft. Sangita reported that there were only a few changes, however, the group felt another review is required prior to forwarding to Senior Management
- Ethelinda is to send to the group the final copy of the policy for their review prior to the next meeting.

5. Workplace Violence – Update

- The workplace violence committee will now be led by Ethelinda and Ethelinda will convene a meeting with the committee.
- A discussion was held concerning the reporting of incidents to the University community. It was agreed that communications should not be event driven but rather be educational in nature. Marty will talk to Communications re security notices.
- Security will be making some improvements relevant to communicating pertinent security procedures, theft prevention, etc to staff, faculty and students alike. Some suggestions included the provision of handbooks similar to the Collegiate.
- Ethelinda noted that as per Plan 2012-2013, Safety Training/Orientation Plan will be developed which will include Security Procedures. The Safety Training/Orientation will be provided to new and existing staff, faculty, and students. The method of delivery will be determined.

6. Composting Bins – Update

- It was noted that despite the installation of Salto locks, which were intended to limit access to the composting bins area in Receiving/Shipping, the area is still being freely accessed. The Committee was advised that it is not possible to restrict access and that any issues in connection with the composting bins have been adequately resolved.
- Following a brief discussion, it was decided that since the issues/concerns relating to composting bins in the Receiving/Shipping area have been resolved, this item should be removed as a regular item on the Agenda.

7. Bulman Centre Air Quality – Update

- Ted noted that there were 6 complaints in May of exhaust odour in the area. Some complained of headaches etc. Ted questioned whether monitoring should be done. Ethelinda noted that monitoring could be done if we know what we are measuring/monitoring. Ethelinda requested that complaints must be monitored on a daily basis for documentation purposes and also to see if there are any patterns. As well, if there are any complaints, this needs to be reported when issues arise to the Safety Office so that investigation occurs immediately to ensure the direct cause of the problem is corrected.
- As part of the assessment, Ethelinda requested that a meeting be held with all of the staff and that a walkabout with Ted be done. Ethelinda will then make recommendations for possible corrective actions. Ethelinda will schedule a meeting with Ted.

**E CORRESPONDENCE**

- Pesticide Use: There is now a requirement from Manitoba Conservation that prior to approving a permit, communications must be made to the Community about the use of

Pesticide to ensure that the Community is given the chance to express their concerns prior to approval of the permit. Mary Anne reported that Manitoba Conservation received numerous letters of concern following the University's communication. MB Conservation indicated that they will be issuing the permit pending a second communication from the University indicating why pesticides are being used and how they are being used (safety procedures).

- A further communication will be sent by the Manitoba Conservation directly to those who had raised concerns, providing more information on the use and application of Pesticides as well as the permit approval process.

#### F. **REPORTS FROM SUBCOMMITTEES**

##### 1. Radiation Safety Committee

- Sangita noted that training has been completed with Shipping and Receiving staff on how to test and handle packages with nuclear sources when they arrive on campus.
- Received sources for which CNSC license has been amended.
- Gamma survey meter has been sent for annual calibration.
- Liquid Scintillator from Physics has been decommissioned on March 28, 2012.
- Four x-ray devices have been registered with Manitoba health (Cancer Care Manitoba) to comply with X-ray provincial regulation.
- X-Ray device in 2RC099 was leak tested and dose rate was measured by existing dosimetry services.
- A request to add Ethelinda as an alternate contact was sent to CNSC.

##### 2. Laboratory Safety Committee

- Sangita provided a report on lab inspections and compliance
- Spill clean up training has been scheduled for Collegiate staff as a follow-up to an inspection from WS&H division
- Spill clean up training for University staff will be scheduled
- Spill kits and fire blankets for labs on main campus and RCFE have been ordered.

##### 3. Workshop Inspection Committee

- No formal Report however inspection was done. Many, non serious, issues were identified and summary report will be provided.
- Inspection schedule will be set up for all workshops.

##### 4. General Inspection Committee

- Inspection of mechanical/boiler rooms done. Some issues were identified and will be followed up on.

#### G. **SAFETY INCIDENT REPORTS SUMMARY**

- It was noted that one person (a visitor) fell on campus. More comprehensive reports will be provided starting with the next meeting.

#### H. **FIRE SAFETY REPORT**

- Four to five false alarms were reported as well as a garbage bin fire outside MacNamara.
- Len indicated that Dave Torz has completed a 2<sup>nd</sup> class fire inspector course and will be joining the Fire Marshall team.
- Fire drills for the Collegiate were discussed and it was noted that they are done 3 times in the fall and 3 times in the spring.
- It was noted that RCFE are requesting fire drill assembly points where were not included as part of the evacuation plan.
- An issue with fume hoods in RCFE being shut down during emergency power transfer was noted as well as the need for a back up plan. Sangita to investigate and report back.

I. **SECURITY REPORT**

- Since January a number of incidents were reported including a break-in on 7<sup>th</sup> floor Rice.

J. **HEALTH & SAFETY PROGRAM**

- Ethelinda is to review the 2011 audit report in order to establish priorities and action plan for the next year which will include the following:
  - Internal/external processes and resources
  - PPE standardization
  - Lab safety
  - Emergency preparedness (spill kits and training)
  - Violence prevention
  - Respiratory protection fit testing
  - Operational procedures
- Audiometric testing for U of W staff was done in May and further testing is scheduled for July 12<sup>th</sup> for those who were not able to attend in May.

K. **REVIEW OF REGULATORY AGENCY INSPECTION REPORTS**

- Confirmation of clearance was provided for the Collegiate

L. **OTHER BUSINESS**

- Respiratory Protection – fit testing sessions will be conducted mid August. Procedures to be reviewed, consultations conducted and the procedures posted online.
- Inspection Committee representation – concern was expressed that the AESES representative is participating in a disproportional number of inspections and that the other employee and University reps should increase their representations on inspections. Ethelinda is to provide a proposal re the decentralization of inspections which would go some way to alleviating this concern. Training would be provided by Ethelinda for those doing inspections. It was noted that support for decentralized inspections has been expressed by both major RCFE departments. In the meantime there are three scheduled inspection dates that require participants (James will participate in June 30<sup>th</sup> inspection, Gerry in June 29<sup>th</sup> inspection and Gary in July 3<sup>rd</sup> inspection).
- Buses on Young Street – it was determined that buses parking on Young Street is not an issue since there is no official crosswalk at that point and pedestrians are expected to walk to Portage Ave. in order to cross Young.

L. **NEXT MEETING**

- The next meeting will be held on September 5, 2012 at 12:30 PM.

Meeting adjourned.

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING (SIGNED DOCUMENTS ON FILE)

( ) Management Co-Chair – Laurel Repski

( X ) Employee Co-Chair – James Hanley

