



THE UNIVERSITY OF WINNIPEG
WORKPLACE SAFETY AND HEALTH COMMITTEE
MINUTE

Complete Name and Address of Workplace:	Employer Members	Occupation	Mar 6	March 6	Mar 20	Mar 20
			Present	Absent	Present	Absent
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935 Workplace Safety & Health Meeting date: March 6 and March 20, 2013 Date of next meeting: June 2013 Number of employees at the workplace: 800	Laurel Repski	Co-chair, V.P. Human Resources	X			X
	Doug Edge	Exc. Director / Campus Infrast.		X		X
	Gary Pawlychka	Assoc. Controller, Financial Svcs		X	X	
	Len Cann	Director, Physical Plant	X		X	
	Mary Anne Walls (A)	Health and Wellness Manager	X		X	
	Worker Members					
	Don Campbell	Faculty member		X	X	
	Harald Weigeldt	Physical Plant	X			X
	Deanna Pollock	Ins. & Capital Acct.	X		X	
	James Hanley	Co-Chair, Faculty Member	X		X	
	Kim Monson	AESES	X			X
	Ed DuVal	Shipping/Rec.	X		X	
	Robert Anderson	Faculty member	X		X	
	Gerry Narynski	Faculty member		X	X	
	Ted Turner	UWSA	X		X	
Peter Balagus	AESES		X		X	
Andree Forest	UWSA		X		X	
Doug Foster (A)	Physical Plant		X	X		
Guests (list any)						
	Ethelinda Padua		X		X	
	Sangita Shah		X		X	
	Martin Grainger		X			X
	Lydia Warkentin		X			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 12:40 p.m.		
A. Approval of Agenda	Motion to approve agenda by Kim Monson. Seconded by Mary Anne Walls with the Committee's permission to delay discussion regarding the Respectful Learning and Working Environment Policy until Laurel arrives.	Approved	
B. Acceptance of Minutes	It was noted that under item E 1. the word "Permit" should be changed to "Licence". Motion to approve the Minutes of Meeting of December 5, 2012 with noted correction, by Kim Monson and seconded by Mary Anne Walls.	Approved	

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C. Business Arising from the minutes:			
1. Smoking policy update	1. It was noted noted that the signage and posts have been installed on applicable doorways and in front entrances. Continued enforcement is required to limit cigarette smoke exposure / smells in the buildings to assist with ongoing air quality issues.	Committee Members, Security Staff, the Safety Office, and the Community need to assist in reminding staff/students/visitors regarding the no-smoking policy.	Closed.
2. Asbestos Management	2. It was noted that the Asbestos Management Program Workgroup met in January to discuss asbestos signage. The signage was described. The signage will be emailed to everyone. Once the signage is ready for implementation, training for various groups will then commence.	Ethelinda to proceed with printing of signage and determine training schedule. Ethelinda will meet with the workgroup again to finalize the plans.	Open
3. Candles on Campus Policy, Small Appliance Policy and Ceremonial Use Of Sacred Medicine Policy			
4. Field Work Policy	3. These policies have been forwarded to the Corporate Secretary prior to forwarding to Administration. Will report back at the next meeting. Mary Anne noted that prior to presenting any Policy, the Corporate Secretary is required to review and ensure it is in keeping with The University of Winnipeg policy format.	Mary Anne or Laurel to report back at the next meeting.	Open
5. Workplace Violence Policy	4. The two policies that address field work have been reviewed and compared to determine the differences. A further review will be done with the originators of the two policies with the view of combining them into one policy. 5. It was also noted that Ethelinda met with a number of interest groups and based on meetings has developed several "working alone" plans.	Mary Anne will meet with Laurel, Kim and Collin Russell and report back at the next meeting.	Open
K. Other Business 1. Respectful Learning & Working Environment Policy	Laurel joined the meeting at this point and this item was moved up for discussion. 1. The redrafted policy was presented by Laurel. A copy was also distributed for information to the members. The policy represents a substantial revision of the policy that is currently in effect, and separates out policy from procedures. It also expands the scope to include employees, students, contractors and visitors and reflects current regulatory requirements. It also ensures that a process exists to resolve concerns regarding harassment and other disrespectful behavior. Implementation will take place through the hiring of a Harassment Officer and education and training for all staff and students later in the year.	Mary Anne to further review policy draft. If it is determined that a further sub-committee meeting is required, Ted will attend and James will find a UWFA rep. Motion was made by Laurel, seconded by Kim that once the Policy is approved by the Board of Regents, the Policy will replace current policy. Motion Carried	Closed
2. Bulman Centre Air Quality Update	2. The air quality survey results have been discussed with the occupants / workers of the affected work area. Continued reporting and monitoring is encouraged. There was a mention regarding revisiting options relevant to redirecting ducts to eliminate diesel fuel fume exposures in the area similar to TSC. The issue of ventilation reconfiguration will be revisited and discussed UWSA..	Len to discuss with Ted re duct redirection.	Open

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<p>2/3 Eyewash Stations</p> <p>D. Reading Correspondence</p>	<p>2/3 Discussions regarding discontinuing the use of the wall eyewash stations in labs where there are two eyewash stations that are available. The wall eyewash stations cannot be tested on a weekly basis due to drainage issue. It was requested that the issue will be reviewed again to determine other options prior to the Committee making the decision to discontinue.</p> <p>At this point Kim departed from the meeting and the Committee lost its quorum.</p> <p>Email from James Hanley – re Location of Hand Sanitizers -James requested that the hand sanitizer in his area needs to be relocated from inside the washroom to outside the washroom for a more effective infection control. It was brought to the Committee's attention to discuss consistency in all areas of The University of Winnipeg. Requests will be discuss on a case by case basis.</p> <p>TSC Air Quality – A considerable amount of Physical Plant and Safety Office's resources were spent on air quality issues experienced by TSC office occupants.</p> <p>The diesel fumes and cigarette smoke smells continue to affect occupant's health issues due to intermittent exposures. It was noted that meetings have been held and short and long term solutions have been discussed.</p>	<p>Len to present options at the next meeting.</p> <p>To address issues, new ductwork may need to be installed at a cost of about \$20K</p> <p>Ethelinda to report back at the next meeting regarding progress.</p>	<p>Open</p> <p>Open</p>
<p>E. Reports From Subcommittees:</p> <p>1. Radiation Safety Committee</p>	<p>Annual Compliance Report has been submitted to CNSC in November 2012. The documents on decommissioning of LSC and Neutron storage were also submitted to CNSC in January 2013.</p> <p>An urgent Radiation Safety committee (RSC) meeting has been called to review the licence application and gaps identified in the current licence.</p> <p>The Radiation Safety Procedure manual has been revised to add procedures on Leak test, Classifications levels etc. and to submit to CNSC as a follow-up of licence renewal application. The manual will be revised/reworded again and sent to the RSC members for the review before presenting it to H & S committee. The manual revision will be in the priority list of Sangita.</p> <p>Resulting from the CNSC Inspection held February 4, 2013, requirement for training (staff and security and physical plant staff) has been identified. The training for security and physical plant has been schedule don Feb 28th 2013.</p> <p>Priority it to ensure training is completed for all stakeholders, including Physical Plant and Security Staff.</p>	<p>The meeting adjourned at 2:00 p.m. Next meeting to be scheduled next week to finish the agenda.</p>	<p>Closed</p>

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<p>March 20, 2013 WS&H Committee Meeting:</p> <p>2. Laboratory Safety Committee</p> <p>3. General/Workshop Inspection Committee</p>	<p>Training for Physical Plant and Security is 80% complete. The training for the staff has will be developed and made it available online through nexus. New Regulations relevant to penalties are currently under review and all stakeholders, Dean of the science and VP research have been informed of this new regulation review.</p> <p>An incident on leak/exposure occurred which has been investigated and safe work procedures developed to address gaps identified from the investigation process. CNSC has been informed. The leak test has been performed and sent to Cancer care Manitoba for the analysis. The analysis report was below the CNSC regulatory limits. CNSC has been informed.</p> <p>Even though all the departments' house labs represent in the committee, committee has requested Biology and Chemistry chairs to send representative(s) from research labs because all the updates of Lab Safety program, Safe work procedures consultation/ implementation, training schedules etc do not reach to the researchers and research students.</p> <p>Fire evacuation plan for labs was discussed with committee members and members were asked to submit the comments.</p> <p>The committee has approved Safe Work Procedures on Chemical Spill Cleanup and weekly inspection of emergency eyewash stations.</p> <p>The procedures will be sent to head of the departments for the implementation.</p> <p>Richardson college Biology and Chemistry research labs have been inspected in February by the lab inspection team. The major non-compliance safety issues identified are MSDS, chemical inventory, WHMIS labeling and training. The inspection report of Biology labs have been distributed to the lab occupants after the meeting with the head of the department. Chemistry research labs reports have been distributed after the meeting with chair of the department.</p> <p>It was noted that these have never been formal committees. A regular general/workshop inspection schedule has been created and all Committee members are expected to participate in these inspections. Ethelinda encourages everyone to participate in the inspection process.</p> <p>There a total of 92 departments to be inspected (Labs and Washrooms/Classrooms) not included. Areas include all</p>	<p>All committee members to let Ethelinda know of their plan to participate as per schedule. Schedule can be found on the website.</p>	<p>Closed.</p>

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	<p>Department Offices and Storage Spaces, Mechanical Rooms, Physical Plant Carpentry and Engineering. To date, 32 areas have been completed and results of the inspections sent to Department Heads for information and action. It is anticipated that inspections will be completed by the end of June 2013. After completion of the inspections, an assessment will be done to determine frequency of inspections (assessment to be include risk levels). A new inspection schedule will be developed after review.</p> <p>Ethelinda will continue to report progress.</p>		
<p>F. Safety Incident Report Summary:</p>	<p>Data relevant to the incidents by cause, location, serious/non-serious, and by status (staff, student, visitor, etc). was presented.</p> <p>There are 48 incidents from Jan – March 6, 2013 – 27 of which are air quality issues in TSC. The air quality issues are currently being addressed by Physical Plant and Safety Office. New filters have been installed and an air purifier with filtration has been installed. A long term solution is being investigated and a progress report will be provided at the next meeting.</p> <p>Ethelinda will continue to report.</p>	<p>Len Cann and Ethelinda Padua monitor TSC air quality issues.</p>	<p>Open</p>
<p>G. Fire Safety Report:</p>	<p>A number of incidents of false alarms were noted. No serious incidents to report.</p>	<p>Deferred.</p>	
<p>H. Security Report:</p>	<p>Martin Grainger was absent. Report deferred.</p>		
<p>I. Health & Safety Program:</p>	<p>Ethelinda reported progress on the following:</p> <ul style="list-style-type: none"> - Fire Extinguisher Training – completed – 130 people attended. As well, during inspections, informal sessions were provided to departmental staff. - Radiation Safety Training – Physical Plant and Security Staff – 90% completed and more sessions are scheduled. - WHMIS Training through Nexus – continuing – new program in place for automatic certification when completed. All students/staff will be trained through on line learning. - Contractor Safety – Program is currently being developed by the Safety Office. Facilities Management Committee will be consulted prior to implementation. <p>WS&H Committee Structure – the Division has indicated that UWinnipeg should consider having more WS&H Committees to ensure representation due to building expansions in the last few years. A variance request that UWinnipeg will remain status quo with expansion of representation and involvement of other existing subcommittees will be prepared. A proposal was presented to the members for their review and support prior to forwarding to the Division for their review. Email vote will then commence when all information is received.</p>	<p>Ethelinda to report at the next meeting.</p> <p>Ethelinda to send proposal to Committee members and send feedback for voting.</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Open</p> <p>Open</p>

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J. Review of Regulatory Agency Inspection Reports:	CNSC – Inspection Report was discussed. Orders were given in which responses were given to CNSC. The inspection report has been posted in the WS&H Bulletin Board.		Closed.
K. Other Business:			
1. Respectful Learning and Working Environment Policy	This item was dealt with at the March 6 th meeting.		Closed.
2. Tours – Safety and Health Considerations – Guidelines	The guidelines were presented to the Laboratory Safety Committee and received good support in the use of these guidelines. These guidelines address procedures to be considered when Tours are arranged at U of W. This is presented for information only and will be posted on the Safety Office Website. The Laboratories are currently using these guidelines.		Closed.
3. Physical Plant/Safety Meetings	It was noted that safety meetings with Physical Plant/Security Staff are held on a monthly basis and are arranged by the Safety and Health Specialist. The objective of these meetings is to share safety and health information with staff, review procedures, and training.		Closed.
4. Fume Hood Shut Down Procedures	Procedures were presented to address communications relevant to shutdowns. A distribution list has been created, developed, and maintained by the Safety Office. Additions and deletions to the list are provided by Department Heads by email the safety@uwinnipeg.ca .		Closed.
5. Revisions of Existing Policies	Working Alone, Safety and Health – These Policies will be revised to to ensure compliance with the Regulations. Once drafted these will be brought to the committee for discussion.	Ethelinda to forward revised policies for review.	Open
L. Next Meeting:	June 2013. Location and time to be announced.	Ethelinda to confirm.	
M. Meeting Adjourned:	March 6, 2013 – 2:00 p.m. March 20, 2013 – 1:30 p.m.		

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

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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.

LAUREL REPSKI
 Print name of Employer Co-Chair

Laurel Repski
 Signature

JAMES HAWLEY
 Print Name of Worker Co-Chair

JH
 Signature

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

