

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

Name of Workplace The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	<u>Mgmt. Members</u> Laurel Repski Hugh Swan Gary Pawlychka Len Cann Mary Anne Walls Mgr. (University Alternate)	<u>Occupation</u> V.P. Human Resources Exc. Director of Campus Infrastructure Assoc. Controller, Financial Svcs Director, Physical Plant Campus Health & Wellness	<u>Attend.</u> Present (Oct. 5 & 12) Regrets (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 & 12)
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Date: October 5 and 12, 2012 Next Mtg: December 5, 2012 # of Empl: Approx. 800	<u>Employee Members</u> Don Campbell Harald Weigeldt Deanna Pollock James Hanley Kim Monson Ed DuVal Gabrielle Prefontaine Gerry Narynski Ted Turner Doug Williams Peter Balagus Andree Forest ..	<u>Occupation</u> Physics Professor Carpenter Ins. & Capital Acct. History Prof. Geog. Tech. Shipping/Rec. Archivist & FIPPA Coord. Collegiate Prof. Students' Assoc. Faculty Member, Psychology Technician, Chemistry UWSA	<u>Attend.</u> Present (Oct. 5 only) Present (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 & 12) Present (Oct. 5 only) Regrets (Oct. 5 & 12) Present (Oct. 5 only) Regrets (Oct. 5 & 12) Present (Oct. 5 only) Present (Oct. 12 only)
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Resource persons: Sangita Shah, Ethelinda Padua, from The University, were also present at both meetings. Marty Grainger from the University was present on Oct. 12, with Rob Mattheson taking his place on Oct. 5.

A. APPROVAL OF AGENDA

- With the following changes under new business: Elements Restaurant (Wasp Issue)

Agenda approved: Kim Monson/Gary Pawlychka ...CARRIED

B. APPROVAL OF MINUTES OF June 27, 2012

- No revisions.

Minutes approved: Kim Monson/Ted Turner CARRIED

C. BUSINESS ARISING FROM THE MINUTES

1. Smoking Policy – Update

- No Smoking Signs – A concern from other workplaces were received concerning students/staff smoking in front of ANX doorway. There were discussions relevant to “no smoking signs” in designated areas. Gary brought some examples and pictures for the group to review. He suggested that signage should be installed at all property entrances at University of Winnipeg and as well on doorway entrances, specifically ANX entrance.

Motion to approve signage: Gary Pawlychka/Kim Monson

Ethelinda and Gary will meet to review the wording of the signage and will obtain price quotes.

2. Asbestos Management Program - Update

- Ethelinda had one meeting held in September with the workgroup and at that meeting she indicated that she will review the work done with U of M and RRC relevant to asbestos hazard signage to promote consistencies.
- Ethelinda received examples of signage from U of M and RRC. Their signage indicates the following “Asbestos – Cancer and Lung Disease Hazard – Keep Out – Authorized Personnel Only – Required Personal Protective Equipment Before Entry.”
- Ethelinda noted that signage or effective communication is required as per Asbestos Regulation. Ethelinda will prepare signage wording for discussion at the next meeting of the workgroup.
- The Responsibilities Checklist was reviewed by Ethelinda and John Mainer and final copy will be discussed at the next meeting with the workgroup.

3. Candles on Campus Policy

- Laurel presented the policy for discussion and the following were noted:
 - Ensure that the Ceremonial Use of Sacred Medicines Policy is consistent with this policy.
 - It was noted that this Policy is also applicable to Student Housing and University leased properties.

Motion to approve policy: Kim Monson, Seconded by Gary Pawlychka CARRIED
 The policy will go forward to Senior Executive for approval

4. Small Appliance Policy

- Deanna presented the policy for discussion:
 - Clarifications include: Lab Equipment is not considered small appliances
 - Responsibilities: need to be revised as per Administrative Policy format
 - Physical Plant random checks to be removed and will be covered in the general inspection checklist.

Motion to approve policy: Kim Monson, Seconded by Gabrielle Prefontaine CARRIED
 The policy will go forward to Senior Executive for approval

5. Field Work Policy

- The final draft of the policy was brought forward for approval.
- Gabrielle noted that similar work is being done by another group. After much discussion, it was felt that this policy should be presented to Management for approval and if there are any issues raised at that time regarding duplication of effort, further discussion may be required.

Motion to approve policy: Kim Monson, Seconded by Harald Weigeldt CARRIED
 The policy will go forward to Senior Executive for approval

6. Ceremonial Use of Sacred Medicines Policy:

- The policy was presented by Laurel.
- Discussions ensued and resulted in the following:
 - It was noted that the first two statements in the Purpose Section should not be included as these are not needed. However, after discussion, the purpose will be left as is.
 - Exemption section was deleted.

Motion to approve policy: Kim Monson, Seconded by Gabrielle Prefontaine CARRIED
 The policy will go forward to Senior Executive for approval

7. Workplace Violence Policy – Update

- The workplace violence committee will now be led by Ethelinda and Ethelinda will convene a meeting with the committee.

- Membership on the committee will include members of the workplace safety and health committee with worker representation.
- Ethelinda will provide an update at the next meeting.

8. Bulman Centre Air Quality – Update

- Ted noted that Ethelinda has provided some input relevant to the issues during a walkabout.
- Next step – air quality monitoring will be done which will include Carbon Monoxide, Carbon Dioxide, Humidity, and Temperature Levels in various areas.
- Ethelinda to provide her recommendations after the monitoring is completed.

Meeting adjourned.

Meeting reconvened on October 12,

D READING CORRESPONDENCE

- A letter from Dr. Jim Clark relevant to employee well-being at it relates to wall colour.
- After much discussion, this issue has been forwarded to Health and Wellness for further follow up. It was also noted that at this point, this is not a safety and health issue.

E. REPORTS FROM SUBCOMMITTEES

1. Radiation Safety Committee

- The internal permit has been renewed for the radioisotopes labs and the internal permit for 3RC033A has been renewed to store the isotopes in the freezer as the professor does not have any plan to use radioisotopes in the near future. The internal permit for 3RC036A has also been renewed for the Liquid Scintilizer Counters storage and usage.
- Internal Inspections for the radioisotopes labs have been performed, not any non-compliance issues have been identified
- The dead line to submit Annual Compliance Report is November 30th, 2012.
- Last year CNSC inspection for Radioisotopes lab was performed in September but this year waiting for the schedule from CNSC.
- The Radiation Safety Committee (RSC) meeting will be called in the New Year after the Terms of Reference will be ready so Laser and X-ray users can participate in the RSC.
- Leak test for the x-ray devices has been performed.

2. Laboratory Safety Committee

- Spill clean up training was held with low attendance. More training will be offered.
- Plan to integrate training through Nexus as well to offer more options for training. Media Services have been very helpful in the videotaping of training.
- Spill kits and fire blankets for labs on main campus and RCFE are now in place.
- Emergency showers and eyewash stations (combination units) in the RCFE labs have been inspected by Physical Plant staff.
- Emergency eye/face wash units in the RCFE labs - design issue -the issue will be added to the agenda and discussed in the next Lab Safety Committee meeting.
- Ethelinda noted that emergency wash stations must be inspected on a weekly basis and this responsibility will be with the Department. An annual inspection of all wash stations will be the responsibility of Physical Plant.
- Post exposure protocols for Blood borne pathogens, Chemical and Biological agents and Rabies have been developed and implemented. Fume hoods and Ventilated lab benches have been certified with the help of Physical Plant Control technician.
- Rabies protocol is on hold as the protocol is being reviewed by WRHA Occupational Health Department.
- Rabies vaccination for U of W staff are to be done by Klinik, who will also do Titre tests. Tetanus and Hepatitis B vaccination are also to be done by clinic for U of W staff and research students. All vaccination are to be done at no charge.

3. Workshop Inspection Committee

- Inspection was done in April 2012 and the results of the inspection have been forwarded to Dave Torz/Len Cann for correction.
- To date, no follow up has been provided and Ethelinda will contact Physical Plant regarding inspections.

4. General Inspection Committee

- No inspections done to date. Ethelinda will schedule inspections.

F. **SAFETY INCIDENT REPORTS SUMMARY**

- Ethelinda provided a statistical report with graphs indicating the following:
 - Building Location of incidents
 - Status of Incidents (serious vs. nonserious)
 - Position (Faculty/Staff/Visitor/Student/Public, etc)
 - Type of Incidents
- Ethelinda and Marty to meet to define reporting of harassment incidents.
- Ethelinda noted that she is currently reviewing the incident reporting process and will determine the possibility of combining all existing incident report templates and standardize reporting at U of W. Will report back at the next meeting.
- Ethelinda also noted that there was one serious incident and has been reported to WS&H Division Office. Ethelinda provided the information and was directed to self-report. The Co-chairs were notified and investigation was completed.
- Corrective actions to be implemented and forwarded to Len.
- It was noted that Deanna needs to be notified of slip and fall incidents.

G. **FIRE SAFETY REPORT**

- Two false alarms were reported
- Sangita noted that the Collegiate has not had fire drills. As well she indicated that there are no signs or a floor plan indicating escape routes, etc.
- RCFE are still requesting assembly points for fire evacuation plan, to whom to report, when it is safe to go back to labs, etc., which is not included as part of the evacuation plan.
- An issue with fume hoods in RCFE (the hoods are 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.

H. **SECURITY REPORT**

- None. Continue to respond to emergency calls.

I. **HEALTH & SAFETY PROGRAM**

- Ethelinda provided a status report relevant to the following:
 - Workplace Safety and Health Bulletin Board – requested that the bulletin board be moved to Centennial Hall from Physical Plant as access to information is better in high traffic areas adjacent to the Safety Office. Ethelinda to email Len and request same.
 - Workplace Safety and Health Committee Terms of Reference Review
 - The terms of reference were revised. Review of same on December 5, 2012 (next WS&H Committee meeting)
 - Workplace Inspection – Restructuring
 - Ethelinda provided draft operational procedure on workplace inspection. Prior to implementation of the inspection process and schedule, Ethelinda noted that discussions with Jack Slessor are continuing to ensure that agreement from the

Division is obtained. Ethelinda to provide a follow up.

- Respiratory Protection Operational Procedures
 - Ethelinda provided draft operational procedures for review. This will be discussed at the next meeting.
- Respiratory Fit Testing
 - Ethelinda noted that an assessment is required for the need for respirators in the Labs as well as Physical Plant and other areas. Once this is done, fit testing will be scheduled accordingly.
- WHMIS Online Training and Other Online Training
 - WHMIS Online Training has been implemented through Nexus. All students, faculty/staff who are required to enter Labs and those who handle chemicals will now be required to take WHMIS On Line training and completion of training documentation will also be in one system. A notification of successful completion or certificate of completion must be shown to the Instructor prior to entry. To date, approximately 3500 have completed the training. Some issues were encountered during implementation; however, discussions relevant to improvement will be reviewed by stakeholders.
- Chemical Inventory/MSDS Online
 - Ethelinda noted that she will be developing a report regarding options and will be forwarded to Mary Anne for her review.
- Safety Supplies – Procurement
 - Ethelinda is working with Purchasing to develop a list of standardized items for purchase. This information may be made available on the website for management's reference.
- On Line Request and Reporting
 - Ethelinda is working with the web administrator to develop the following
 - Hazard Alert Reporting
 - Incident Reporting
 - Ergonomic Assessment Requests
 - First Aid Kit Replenishment Requests
 - Hazardous Waste Removal Requests
 - Ethelinda will provide demos when ready.

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

- None.

K. **OTHER BUSINESS**

- Membership – PSAC - This will be part of the terms of reference review.

L. **NEXT MEETING**

- The next meeting will be held on December 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

_____ () Employee Co-Chair – James Hanley