



**THE UNIVERSITY OF WINNIPEG**  
**WORKPLACE SAFETY AND HEALTH COMMITTEE**  
**MINUTES**


<b>Complete Name and Address of Workplace:</b> The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935  <b>Workplace Safety &amp; Health Meeting date:</b> September 10, 2013  <b>Date of next meeting:</b>  December 5, 2013  <b>Number of employees at the workplace:</b> 800	<b>Employer Members</b> Laurel Repski Gary Pawlychka Miko Thul Len Cann Mary Anne Walls	<b>Occupation</b> Co-chair, V.P. Human Resources, Audit & Sustain. Assoc. Controller, Financial Services Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	<b>Present</b> X X X X	<b>Absent</b>   X
	<b>Worker Members</b> Don Campbell Harald Wetgeldt Deanna Pollock James Hanley Kim Monson Ed DuVal Kimberley Buffle Gerry Narynski Ted Turner Peter Balagus Andree Forest Doug Foster Joan Grace	Faculty member - UWFA Carpenter - IUOE Manager, Ins. & Capital Acct. - Excluded Emp. Co-Chair, Faculty Member - UWFA Technician - AESES Shipping/Rec. - AESES Faculty member - UWFA Faculty member - UWFA UWSA Technician - AESES UWSA (Alternate) Plumber - IUOE - (Alternate) Faculty Member - UWFA	X X X X X  X  X X X X	X           X X
	<b>Guests/Resource Persons (list any)</b>	Ethelinda Padua - Safety and Health Specialist Sangita Shah - Lab Safety Officer Marlin Grainger - Director of Security Lydja Warkenlin - Manager, Campus Living Paula Hossack - Corp. Secretary's Office - Minutes	X X X X X	     

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 12:30 p.m.		
A. Approval of Agenda	Motion to Approve the Agenda made by Ed Duval and Seconded by Andree Forest	Carried.	
B. Acceptance of Minutes	Motion to Approve the Minutes made by Ed Duval and Seconded by Kimberly Monson	Carried.	


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<b>C. Business Arising from the minutes:</b>			
<b>Asbestos Management</b>	<p>Signage has gone up in Lockhart, Graham, Ashdown, MB Hall and Duckworth. It is anticipated that by October there should be signs up at all University buildings, where required.</p> <p>Inventory is now on shared drive and can be accessed by Contractors and Physical Plant.</p> <p>Asbestos training sessions took place but were not well attended. Since then, a presentation took place for the Department of History and was well-received. It is now planned for Ethelinda to offer the training by Department via staff meetings, etc. She indicated that this will hopefully catch most if not all employees.</p> <p>The Asbestos Management program is on the Health and Safety website.</p>	<p>Confirmation from Len Cann that new buildings have no asbestos.</p> <p>Ethelinda Padua will set up meetings for specific departments instead of having general training sessions.</p>	
<p><b>Candles on Campus Policy</b></p> <p><b>Small Appliance Policy</b></p> <p><b>Ceremonial Use of Sacred Medicine Policy</b></p> <p><b>Field Work Policy</b></p> <p><b>Violence Prevention Policy</b></p>	<p>Currently waiting at the office of the University Secretary and General Counsel</p> <p>Currently waiting at the office of the University Secretary and General Counsel</p> <p>Has been approved and posted on the University website</p> <p>Needs to go to the Academic Council for review due to the merging of two policies</p> <p>Has been reviewed by the Human Rights and Diversity Officer and will now go to the office of the University Secretary and General Counsel</p>	<p>All policies are to go through the appropriate channels going forward.</p>	
<b>Bulman Centre Air Quality Update</b>	<p>Len and Ted were working on the possibility of configuring intake systems.</p> <p>Individuals in Bulman are to vacate area until smell dissipates. Any incidents should be reported, specifically when symptoms continue. Once the incident report is received by the Safety Office, they will review and deal with it on a case by case basis.</p>	<p>Len Cann and Ted Turner to speak on this issue at next meeting.</p>	
<b>Eye Wash Stations</b>	<p>Meetings took place with the Dean of Science and Associate VP of Research. It was agreed at the meeting that eyewash stations will be inspected on a weekly basis by the lab manager/supervisor or designate. Containers have been provided to catch water as the drainage systems are not appropriate.</p> <p>Requirement for mixing valves on Main Campus needs to go to COPSE as this is a funding issue.</p>	<p>Ethelinda Padua to report back to committee when new information becomes available.</p>	
<b>D. Reading of Correspondence</b>	<p>No correspondence to present.</p>		



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	<p>Mike Thul and Martin Grainger were asked to advise Sangita if they have new staff so that Radiation Safety training may be provided as it is a requirement of CNSC licence,</p> <p>Neutron Survey meter was sent for calibration.</p>		
<p><b>Lab Safety Committee</b></p>	<p>Two important documents (SOP on Allergens and Risk Assessment Schedule) were developed for Animal Care Committee and SOP on PPE (specifically for infection control) was developed for Bat facility. The SOP for bat facility has been implemented for Bat facility staff and the Animal Care documents will be presented to University Animal Care Committee next week.</p> <p>The occupational Health and Safety section of Pre Assessment Form has been completed as CCAC (Canadian Council for Animal Care) is visiting the university's animal care and bat facility next month.</p> <p>Number of water leakage issues have been reported from RCFE labs and one of the leakage issues in 2RC076 was incorrectly reported as chemical spill to security by Bee clean.</p> <p>Schedule for the Annual Inspection of Fume hood/Ventilated lab benches and Emergency Shower and Eyewash stations has been made with the help of physical plant staff.</p> <p>Because of the work involved with animals/bats and human blood and pathogens an immunization policy has been drafted by Sangita and forwarded to Ethelinda for review and further process.</p> <p>For emergencies like chemical spill and fire, chemical inventory shared drive is in existence and it is shared with Safety office, security and appropriate laboratory personnel. It also contains lab manager/supervisor/principal investigator or designate's emergency home numbers and copy of lab door placards posted at the entrance of the lab door. Sangita is still waiting to receive chemical inventory and emergency contact numbers from some researchers. When the spill incident in 2RC076 happened emergency numbers were already posted on the shared drive.</p>		
<p><b>G. Safety Incident Report Summary:</b></p>	<p>Over the summer there were an additional six incident reports totaling 92 for the period January 1, to August 31, which included one serious incident (slip and fall). Ethelinda continue to review the incidents and provide recommendations through follow up.</p>	<p>Martin Grainger to supply Deanna Pollock and Ethelinda Padua with report on serious (slip and fall) incident.</p>	
<p><b>H. Fire Safety Report:</b></p>	<p>There were a number of false alarms.</p> <p>A Fire Warden's meeting took place at the Rice building and another meeting is to take place at the Richardson building once Fire Wardens are designated.</p>	<p>Marty Grainger and Ethelinda Padua are to give training to Fire Wardens</p>	

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<p><b>I. Security Report:</b></p>	<p>There has been a 31% increase in reported incidents from last year, including a high increase in bicycle thefts, mostly due to improper locks (127% increase in unsecured bicycles). This issue has been raised at the Senior Executive Group.</p> <p>There was a 50% decrease in assaults and a 13% decrease in serious incidents reported to security.</p> <p>There was an increase in alarm response (false report of intrusion) because of trouble with the alarms systems.</p>		
<p><b>J. Health &amp; Safety Program:</b> Training and Training Plan: This is now on the Safety Office Website.</p> <p><b>Contractor Safety Program</b></p>	<p>Radiation or WHMIS training is now offered on the Nexus system – on line training. More is planned. Safety and Health training will take place for new employees on September 12<sup>th</sup>. More are planned.</p> <p>RCFE Lab staff and research students received Lab Safety training including Safety Orientation, Lab equipment and Ventilation and Chemical/biological spill cleanup training. Attendance has been very good.</p> <p>Ethelinda is currently developing supervisor/manager training and when ready, it will be announced through Communication Bulletin.</p> <p>Currently obtaining feedback from the Facilities Management/Project Manager group. Will implement when finalized. Will bring it back to the Committee for information.</p>		
<p><b>Workplace Safety and Health Committee Structure</b></p>	<p>The Safety Officer – Labour Department met with the University concerning a variance request to enable the University to have one single committee rather than adding more committees due to the requirement for having multiple committees for companies who have multiple sites. They acknowledged having received the variance request as per deadline given and will consider further. Ethelinda indicated that they appear supportive of the University's request and will provide a report when it becomes available.</p>		
<p><b>K. Inspection Reports Laboratories</b></p>	<p>The Richardson building research labs were inspected and a number of issues were identified including: Gaps in chemical inventory, alphabetical chemical storage, WHMIS labeling, incompatible storage and storage of flammables in a regular household refrigerator. These issues need to be addressed and meetings with Department Chairs may be necessary.</p> <p>Budget may be an issue to acquire proper refrigerators for storage of flammable and explosive chemicals. Will address appropriately with the Chair of Departments.</p>	<p>An update on this issue is to come forward at the December meeting.</p>	
<p><b>L. Review of Regulatory Agency Inspection</b></p>	<p>An inspection by CURIE through Risk Management Services took place on May 28 and 29.</p>	<p>The recommendations, along with those who have responsibility for follow up</p>	

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Reports:	<p>It was noted that out of fifty-nine recommendations previously given, thirty-eight have been closed.</p> <p>Only 21 recommendations remain, including the sprinkler system in the Rare Book Room and guardrails in the Duckworth center but there is no funding at this time. Fourteen new issues were identified, mostly minor.</p>	<p>action are being tracked on a spreadsheet. The Risk Management office will be reviewing progress every couple of months.</p>	
M. Other Business:	No Other Business was put forward		
N. Next Meeting:	December 5,, 2013 (Changed from December 12, 2013)	Elhelinda Padua to schedule and announce	
O. Adjournment:	Meeting was adjourned at 2:15 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.*

  
 (X) Print name of Employer Co-Chair

JAMES HANLEY  
 ( ) Print Name of Worker Co-Chair

LAUREL ROSKI  
 Signature

  
 Signature

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