

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

Name of Workplace	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	✓ Laurel Repski	V.P. Human Resources	Present
	✓ Hugh Swan	Exc. Director of Fac. Mgt	Absent
	✓ Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
	✓ Len Cann	Asst. Director, Eng. and Maintenance	Present

Date: Wednesday, October 13, 2010 Next Mtg: Wed., Dec 1, 2010 # of Empl: Approx. 960	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	✓ Don Campbell	Physics Professor	Regrets
	✓ Harald Weigeldt	Phys Plant	Present
	✓ Deanna Pollock	Ins. & Capital Acct.	Present
	✓ James Hanley	History Prof.	Regrets
	✓ Kim Monson	Geog. Tech.	Present
	✓ Ed DuVal	Shipping/Rec.	Present
	✓ Doug Williams	Psych. Prof.	Regrets
	✓ Gerry Narynski	Collegiate Prof.	Present
	✓ Susan Wiste	Biol. Tech.	Present
	Ted Turner	Students' Assoc.	Absent

Resource persons Natalie ✓ Oree, Mary Anne Walls, Shelley Mangiacotti, and Martin Grainger from The University were also present at the meeting. ✓

A. APPROVAL OF MINUTES OF June 9, 2010

One change to the minutes was noted – a sub-committee for the Small Appliance and Candle policy was to be created prior to Deanna working on this policy.
The Minutes of June 9, 2010 were approved with the change noted.
Minutes Approved: Ed DuVal/Len Cann ...CARRIED

AGENDA

Additions to agenda – Other Business: composting & cleaning of bins, roles & responsibilities of Fire Marshals, review of this committee, ice removal from roof of Wesley Hall
Agenda approved with additions: Ed DuVal/Len Cann ...CARRIED

B. BUSINESS ARISING FROM THE MINUTES

1. Report on UWFA Selection Process

- Carried over to next meeting.

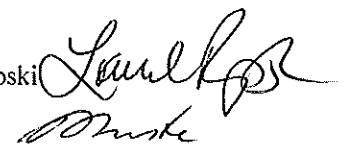
2. Smoking Policy – Update

- Complaint received from disabled staff member who waits for ride under canopy at Lockhart & Ellice Avenue.
- Discussion about communication and signage needed for campus.
- Reminder that this is a non-smoking campus and that there is no smoking at any exits, particularly handicapped exits; keep communication short. Email to be sent from Laurel and Susan.
- Suggestion to make the area between Sparling Hall and Graham Hall designated as a smoking area to get people to comply with non-smoking areas.
- Laurel will present this idea to the Senior Executive Group for approval.

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING

() Management Co-Chair – Laurel Repski

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3. Asbestos Management Program - Update

The report from the Campus Health & Wellness Manager was reviewed as follows:

- Testing in Bryce Hall has been completed.
- Windows in Ashdown Hall have been replaced.
- Asbestos removal outside Theatre A completed.
- Testing done in Annex, and Sparling Hall. Test confirmed there is no asbestos in the test site.
- Some tiles outside the locksmith shop in basement of Sparling do contain asbestos – Len confirmed these tiles have been removed.

4. Small Appliance & Candle Policy – Update

Len had done a code review regarding extension cords. There is no code that prohibits the use of extension cords but does cover how they are to be used. A review of extension cord use revealed for the most part they are used properly. The use of portable heaters is a concern. Need to limit the use of extension cords with portable heaters.

Reminder that all committee members need to be diligent about checking their own areas and areas nearby. If we see improper use, let Physical Plant know and advise the committee – will be investigated.

It was agreed that a sub-committee is needed. Suggested members include Len, Kim from a lab perspective, Lydia Warkentin, Ben Kramer or Kirsten Godbout from Diversity, Sherri Pchajek from Housing, our electrician Vaughn, an individual from Theatre, along with an individual from events. Laurel and Susan will email these staff and invite them to be part of the sub-committee and contact Deanna. The mandate will be to create a policy regarding small appliances and candle use (including extension cords). The sub-committee will report to this committee next meeting.

5. Field Work Policy Animal Care Committee – Update

Laurel suggested that Natalie attend Judith Huebner's next meeting to ensure the aspects of health & safety are met.

6. Workplace Violence – Update

The sub-committee has been assembled but unable to meet as yet. UWFA has declined to do the consultations with their members so the sub-committee needs to do these. There will be sessions for groups of employees. Received report from Marty on the types of incidents – need more details. Eve Finnbogason will be leading the process. Kim will email Shelley her schedule. James is on sabbatical and will be unavailable. Ted was going to be involved from a student perspective.

C. REPORTS FROM SUBCOMMITTEES

1. Radiation

The report on the annual inspection by CNSC noted that one of the lab devices had not been tested. There is a possible discrepancy about whether it needs to be tested. The list of persons able to handle radiation in Lab 3C38 is now updated. Appropriate signage on the labs is now corrected.

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2. Health
Manitoba Workplace Safety and Health conducted an inspection in August. A report of non-compliance issues was sent to committee members previously. All issues have been resolved. We have received notice from Manitoba Workplace Safety and Health that we are now compliant.
3. Fire – Report as follows:
 - Fire drills in Collegiate started. An unscheduled fire drill will be conducted in the next couple of weeks.
 - Fire alarm in Buhler building – Fire Dept. responded promptly
 - Fire alarm in one residence. Len will meet with Sherri Pchajek to resolve any issues and report back at next meeting. Sherri will be provided keys to alarm systems to Security.
 - Power shutdown on October 24 and 30 in Centennial Hall. Still a few items to address with Biology. There will be extra Physical Plant and Security staff present.
4. Laboratories – No report.
5. Workshops – No report.
6. General Inspection – No report.
7. Security – It was noted that Marty Grainger should now be listed as the presenter on the Agenda.
 - The incident reports have been forwarded to Natalie for review and follow-up.
 - It was noted that the door handle near the spiral staircase and near 4CM12 has been removed – Physical Plant will remedy this immediately.

D. **SAFETY INCIDENT REPORTS SUMMARY**

A complaint has been received from an individual from 9th floor Rice who has a chemical sensitivity to scents that leads to severe allergic reactions. This goes beyond the scent-free guideline; to become an accommodation issue. Notices have been posted asking people to refrain from wearing scents. In the past, the University has established guidelines, not a policy, as this is difficult to enforce. Mary Anne Walls and Natalie Oree are to review the Scent Free guideline.

If an individual has an issue, they need to advise their manager or Natalie. An update will be provided at next meeting.

E. **SAFETY PROGRAM**

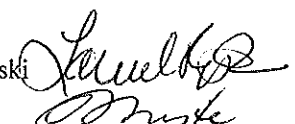
- Security to receive AED training on Friday October 15th.

F. **OTHER BUSINESS**

1. Recruitment of Lab Safety Officer
 - Laurel advised that this is the next position needed to update our Safety complement. Will be taking the request to the Senior Executive Group and will provide an update at the next meeting.
2. Composting bins
 - When bins are cleaned on loading dock, this area becomes very slippery and bacteria are spread. Laurel suggested a meeting with Ed, Len, Alana from Campus Sustainability Office and herself.

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3. Ice removal from roof of Wesley Hall

- This is a concern when snow builds up, melts and becomes ice.
- Procedures have been put in place for daily checks and knocking it down if necessary. All staff must be diligent, contact Physical Plant if see concerns.
- Laurel suggested that records be kept of daily checks and remedies.
- Concern about what done over weekends and holiday break. Laurel will ask Richard Nakoneczny if anything else can be done.
- Gerry will remind Collegiate staff to be diligent.
- Len will get a warning sign for the area.

4. Role of Fire Marshals

- Recently questions about who is Fire Marshal on 7th Floor of Rice building, who is alternate, what to do when a person refuses to leave.
- Do not have a University answer for this – the Rice building is managed by a management company and they would have the fire plan; this is what needs to be followed.
- University fire plan is on the Emergency webpage.
- Gary will read this as he is the Fire Marshall on 7th Floor of Rice building.

5. Review of Workplace Safety and Health Committee

- There is an opportunity to review the constitution and terms of reference of the committee and the possibility of having alternates.
- This would help prevent situations where we do not have a quorum.
- Mary Anne and Natalie will be doing an audit of the committee and terms of reference – will report back at next meeting.

G. NEXT MEETING

The next meeting will be held on December 1, 2010.

H. Laurel Repski/Len Cann moved to adjourn the meeting.

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