



# THE UNIVERSITY OF WINNIPEG

## WORKPLACE SAFETY AND HEALTH COMMITTEE

### MINUTES

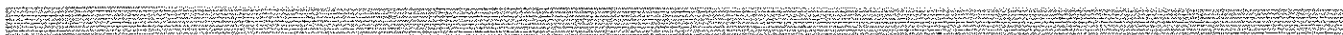
Employer Members	Occupation	Present	Absent
Laurel Repski	Co-chair, V.P. Human Resources, Audit & Sustain.	X	
Len Cann	Executive Director, Infrastructure	X	
Gary Pawychka	Assoc. Controller, Financial Services	X	
Mike Thul	Director, Physical Plant	X	
Mary Anne Walls	Manager, Campus Health and Wellness (Alternate)	X	
<b>Worker Members</b>			
Don Campbell	Faculty Member - UWFA		X
Harald Weigeldt	Carpenter - IUOE		X
Deanna Pollock	Manager, Ins. & Capital Acct. – Excluded Emp.	X	
James Hanley	Co-Chair, Faculty Member - UWFA	X	
Kim Monson	Technician - AESES	X	
Ed DuVal	Shipping/Rec. - AESES	X	
Joan Grace	Faculty member – UWFA (Alternate)	X	
Gerry Narynski	Faculty member - UWFA	X	
Priyanka Kumar	UWSA	X	
Peter Balagus	Technician - AESES	X	
Doug Foster	Plumber – IUOE – (Alternate)		X
Kimberly Buffie	Faculty Member - UWFA	X	
<b>Guests (Resource Persons)</b>			
Ethelinda Padua	Safety and Health Specialist	X	
Sangita Shah	Laboratory Safety Officer	X	
Martin Grainger	Director Emergency Prep and Security	X	
Lydia Warkentin	Manager, Campus Living	X	
Jan Byrd	Executive Director, Wellness and Student Life (Alternate)		X
Paula Hossack	Corporate Secretary and General Counsel Office (Minutes)		X
Doug Brown	Red River College Intern	X	

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom & when	Status
<b>Call to Order</b>	The meeting was called to order at 12:40 p.m.		
<b>A. Approval of Agenda</b>	The agenda was put forward as submitted.	On a motion by Kim Monson and seconded by Joan Grace, Resolved that the agenda be approved as submitted. <b>Carried.</b>	
<b>B. Acceptance of Minutes</b>	The Minutes from April 3, 2014 were presented.	On a motion by Kim Monson and seconded by Joan Grace, resolved that the minutes of April 3, 2014 be approved. <b>Carried.</b>	
<b>C. Business Arising from the minutes:</b>	<ol style="list-style-type: none"> <li>Field Work Policy: The integrated field work policy is in its last round of consultation and should be finalized soon. The delay is due to the impact of this policy to many stakeholders and prior to implementation, all concerns must be addressed.</li> <li>Violence Prevention Policy – The policy is in final review and expected to be provided to the Corporate Secretary's office shortly.</li> <li>Bulman Centre Air Quality Update – Len provided an update. Indicated that trying to get air from the roof to the basement may not be possible. Logs still being kept and when issues arise, calling engineers. Have installed carbon filters and have a supply of filters on hand. Possibility of UWSA moving and would need to consider repurposing of space.</li> <li>Eyewash Stations – Ethelinda indicated that \$10K was</li> </ol>	<p>Mary Anne/Laurel will provide an update at the next meeting.</p> <p>Mary Anne/Laurel will provide an update at the next meeting if an update is available.</p> <p>Len / UWSA</p>	

	<p>provided by COPSE for the retrofitting of eye wash stations. Ethelinda also provide information regarding status however, information as requested from the last meeting is still pending. Sangita reported that total 13 eyewash stations in labs/workshops were installed with temper control valves. The list of priority was made on the basis of chemical inventory and usage/storage of corrosives. The eyewash stations in all the labs on main campus where corrosives are stored/used are now installed with temper control valves. The temper control valves are not installed at some places where issues with hot water line have been identified. Attached is the list of labs/areas where temper control valves have been installed.</p> <p>5. Working Alone Policy Revision – The policy will be provided to the Corporate Secretary's office by end of June.</p> <p>6. WS&amp;H Policy Revision – The policy will be provided to the Corporate Secretary's office by the end of June.</p> <p>7. Monthly Lab Inspection Directive as per Variance Approval – Proposal – Ethelinda distributed a document describing a proposal for dealing with the variance requirements. Option B was accepted by the Committee via a motion (Mover: M. Walls/2<sup>nd</sup> K. Monson, Carried) for implementation subject to an amendment of the first bullet, replacing the words "Communicate the plan to all Departments/Chairs about the initiative" with "Consult with all Departments/Chairs concerning the initiative". It was noted that in order for the Labs and Other Departments to do their own inspections, the checklist must be revised accordingly to be made specific to the departments and its hazards. This will shorten the time needed to complete the inspection. Ethelinda was asked to arrange meetings with all Departments and Labs and consult with them prior to implementation.</p> <p>8. Contractor Safety – Program - Ethelinda noted that the contractor safety program has been implemented and compliance is at 90%. Pending – Signage and posting on the website. Signage is to be ordered.</p>	<p>Sangita will develop the report on eye wash stations to be presented at the next meeting.</p> <p>Mary Anne/Laurel to provide an update for #5 and 6 at the next meeting.</p> <p>Ethelinda to revise the checklists for Departments and Sangita to do the Labs.</p> <p>Ethelinda to order signage and arrange for installation.</p>	
<b>D. Reading Correspondence</b>	No correspondence was received for discussion.		
<b>E. New Business</b>	<p>1. Revised Legislation – Overview – Effective April 2014 (attached)</p> <p>2. Administrative Penalties Legislation – Effective April 2014 (attached)</p>	<p>Provided for information only.</p> <p>Provided for information only.</p>	
<b>F. Reports From Subcommittees:</b>	<p>1. Radiation Safety Committee The survey meter will be sent to the Cancer Care Manitoba for the annual calibration Gas Chromatograph device listed on University licence belong to department of Chemistry was decommissioned – CNSC was consulted prior to removing the cell detector from the device as the device was listed on the CNSC licence - the device is still listed on the licence as the source has not been removed – the detector cell has been stored in the Physics storage room and also been added to the storage room inventory A draft copy of Radiation Safety Policy and Procedures manual will be sent to Mary Anne and Ethelinda for the review prior to sending to the committee members</p> <p>2. Laboratory Safety Committee – Ethelinda, as chair of the committee, noted that the committee met again in May 2014. The terms of reference were discussed and the members agreed to adopt as distributed and that if any revisions were to be made, it will be brought forward again. Follow-ups are being done with researchers (those were not able to be present during the inspections) to explain noncompliance issues identified from their labs. The Safety Office has started preliminary round of consultation of general lab safety procedures and protocols. Some</p>		

	procedures are waiting for the implementation from the year 2011. These procedures are already approved by the Lab Safety Committee members. Right now consultation is in progress with department of Chemistry, Biology and Collegiate.		
<b>G. Safety Incident Report Summary:</b>	Jan 1 – May 31 2014 - there were no further incidents reported post previous report in April 2014. Ethelinda was asked that all incident reports be reported with a summary of details of incidents and corrective actions instead of statistics only.	Ethelinda to prepare report.	
<b>H. Fire Safety Report:</b>	Jan 1 – May 31 2014 - Report on Fire Plans and Fire Warden Program <ul style="list-style-type: none"> <li>- Ethelinda noted that the fire plans for all buildings are in draft and are being reviewed with Fire Marshalls. Once finalized, a copy of the fire plans will be placed in each building in the security office where a security office exists. A complete copy will be held in Security – Main office, Physical Plant / Engineers' Office and Safety Office.</li> <li>- Number of false alarms occurred.</li> </ul>		
<b>I. Security Report:</b>	Jan 1 – May 31, 2014 – Martin provided the report. The number of safewalk/rides have increased. Incidents continue to be reported to appropriate departments for corrective actions.	Martin	
<b>J. Health &amp; Safety Program:</b>	Ethelinda provided an update: <ul style="list-style-type: none"> <li>- Fall Protection Procedures (Project) – this will be done in the summer</li> <li>- AED and Training – numerous AED's have been purchased and will be installed in the ANX, RICE 7<sup>th</sup> and 9<sup>th</sup> Floors, Bryce, Sparing, Theatre and Film, HBO and Mc Feetors. Another 5 will be purchased in April 2015 – funding from Mike Emslie's office.</li> <li>- Overview of Confined Space Program – The program has been completed and implemented. The committee will be provided with an overview of the program. Overview of the Safety Office Website and Future Plans</li> </ul> <p>Summary of Audit (attached) – Summary of the Audit was distributed for information only.</p>	Ethelinda to provide an overview at the next meeting.	
<b>K. Inspection Reports</b>	Laboratories  Sangita thanked to all volunteers who participated in the recent lab inspections. Total 52 research/teaching labs were inspected – department of Chemistry, Biology, Anthropology, Physics, Geography and Collegiate Only one area of the shared research lab still need to be inspected as the researcher was on sabbatical The inspection team had inspected only "Closed areas" if the researcher or his designate was not present in the lab during the inspection, the researcher or his designate was contacted in order to inspect "closed areas". Closed area means chemical storage in refrigerator, cabinet etc." Sangita has provided a list of major non-compliance issues to Ethelinda Ethelinda reported that she will discuss the lab inspection report summary with Mary Anne and Laurel.		
<b>L. Review of Regulatory Agency Inspection Reports:</b>	No reports		
<b>M. Other Business</b>	None		
<b>N. Next Meeting</b>	September 2014	Ethelinda to schedule	
<b>O. Adjournment</b>	The meeting adjourned at 2:10 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.

Laurel Ropski

(X) Print name of Employer Co-Chair

Laurel Ropski

Signature

J HANLEY

( ) Print Name of Worker Co-Chair

J Hanley

Signature

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