

**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	Laurel Repski	V.P. Human Resources	Present
515 Portage Avenue	Hugh Swan	Exc. Director of Fac. Mgt	Present
Winnipeg, MB R3B 2E9	Gary Pawlychka	Assoc. Controller, Financial Svcs	Regrets
Tel: 786-7811	Len Cann	Asst. Director, Eng. and Maintenance	Present
Fax: 774-2935			

	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Absent
	Harald Weigeldt	Phys Plant	Present
Date: Thursday, March 17, 2011	Deanna Pollock	Ins. & Capital Acct.	Present
Next Mtg: Tuesday, May 31, 2011	James Hanley	History Prof.	Regrets
# of Empl: Approx. 800	Kim Monson	Geog. Tech.	Present
	Ed DuVal	Shipping/Rec.	Present
	Doug Williams	Psych. Prof.	Present
	Gerry Narynski	Collegiate Prof.	Present
	Susan Wiste	Biol. Tech.	Present
	Ted Turner	Students' Assoc.	Present

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

A. APPROVAL OF MINUTES OF December 9, 2010

Minutes Approved: Ed DuVal/Kim Monson ...CARRIED

B. BUSINESS ARISING FROM THE MINUTES

1. Report on UWFA Selection Process

- UWFA members are: Doug Williams, Don Campbell, James Hanley. UWFA asks for volunteers to participate in committee.

2. Smoking Policy –

- Received agreement from the Senior Executive Group to designate smoking area.
- The area designated is between Graham and Sparling Halls, located on Spence Street, where it is currently.
- Will attempt to provide a more formal presentation; put some benches and make it more inviting.
- Need to update the map and signage.
- Need to amend the policy to say “except where specifically designated”. Include south of the resident (construction of the Science Building), and include the Buhler Centre.

3. Asbestos Management Program Update –

- There is no update; testing of all areas has been completed and the report is finalized.
- It was noted that where asbestos is removed, the area is then tested and if the test is okay, the area can be occupied.
- The asbestos survey needs to be updated. Renovations are due to start in Manitoba,

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Centennial and Lockhart Halls.

- It was noted that asbestos testing needs to be a step in the renovation and construction processes.

4. Small Appliance & Candle Policy – Update

The introductory meeting of the Small Appliance and Candle sub-committee has been held. Members of the committee are asked to submit any concerns or suggestions to Deanna Pollock by June 1st.

5. Field Work Policy –

- Recently located one policy which is specific to one particular research area.
- Need to develop a general policy.
- Need a policy to cover fieldwork courses. It was noted that it would be beneficial to consult with instructors.
- It was noted that Waterloo and York Universities have policies that may be useful as a guideline. University of Manitoba should also be checked.
- Heat exhaustion is a big concern. General policy on fieldwork should include what systems of heat exhaustion to look for.
- It was noted that field trips are so different; difficult to create one general policy.
- It is very important to get waivers signed. Need to ensure Research Office is getting researchers to do. Also it was noted that maybe Deans should require Chairs to ensure they are informed when students are being taken into the field.

6. Workplace Violence – Update

No report.

C. REPORTS FROM SUBCOMMITTEES

1. Radiation

- The compliance report has been accepted.
- It was noted that there will be more radiation requirements with the upcoming Isotopes project and Richardson College. A meeting is scheduled in April.

2. Health & Safety

This section has now been combined with E – Safety Program.

3. Fire – Report as follows:

- There were a number of false alarms reported.
- Fire alarm in McFeetors. The report was reviewed. Staff training was provided and staff were reminded to pull the “Pull Station” to ensure the Fire Dept. responds.

4. Laboratories

- It was noted that this team will continue more in the role as an inspection team, rather than a sub-committee.
- All labs were inspected.
- 2 labs have issues to be modified or corrected.
- Since this is a follow-up, these reports needs to be sent to the Chair or the Dean of Science.

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- Signage was updated for 13 labs.
- The team was asked if there is a guideline about the maximum number of people that can be in any lab.
- This information can be found on the R25 and follows Fire Code and the National Building Code. It will be forwarded to lab departments.

5. Workshops

- There are ongoing MSDS labelling issues, being addressed.
- There are ongoing asbestos flooring issues; specifically in TSC and the machine shop.
- Machine shop – improvement has been approved, but it was noted that the machines are heavy.

6. General Inspection

- A follow-up was completed in the same areas as previously inspected. Much progress has been made. The report was reviewed.
- Tile in TSC – it was agreed to get this done.
- Students are moving tables in front of outlets and electrical panels to gain access to outlets. When renovating need to be aware of need for extra electrical outlets.
- It was noted that there are extra plugs in the Library common areas.
- There is a plan to create more common areas for students. Need a communication strategy to encourage students utilize common areas.
- UWSA has had success communicating with students via social media. Any communication the committee wants to reach students may be forwarded through UWSA.

7. Security

- Weekly incident reports have been forwarded to Natalie and Mary Anne Walls for review and follow-up.
- No major incidents recently other than the flooding that resulted from the water main break.
- One concern – security inspections continue to find lockers where they are using poor locks or set the combinations so all that is required to open them is a simple pull down.
- The visibility from the Downtown Biz has been helpful. The Cadets and Downtown Biz have been walking through the campus.
- The University has offered to have a Cadet office on campus but not sure if this will happen.
- It was noted that a meeting regarding the Green Corridor needs to happen – off-line.
- The Safety Initiatives report will be presented at next meeting.

D. SAFETY INCIDENT REPORTS SUMMARY

- 12 incidents reported. Report was reviewed. Will attach a copy to the minutes.

E. SAFETY PROGRAM

- CRA is doing an inspection of our records of ethyl alcohol. They will come on-site and inspect. Sangita has sent an email to the appropriate departments asking for their logs.
- Decommissioning of the labs moving to the new Science building; forms have been created; the Safety Office is working with Facilities Management on this project.
- The Safety Office is reviewing chemical inventory/msds systems. Currently reviewing three

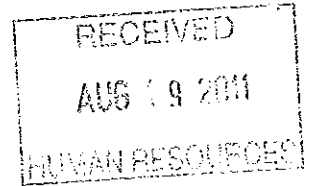
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Laurel Repski
Susan Wiste

- systems to find the most appropriate system for our needs.
- There will be a Hearing Conservation talk on March 21st.
- Last month there was a safety talk on safety glasses.



F. OTHER BUSINESS

1. Composting Bins

- A procedure on cleaning the composting bins is needed to prevent the sludge that is cleaned out of the bins is not tracked into the buildings.
- Natalie will work with the Campus Sustainability Office to create a procedure.
- A follow-up report will be presented at next meeting.

2. Ice Removal from Wesley Hall - Update

- This was removed over the holidays.
- The engineers are checking to ensure the Fall Protection is okay.

3. Review of Workplace Safety & Health Committee – Update

- The Terms of Reference have been sent out as a draft.
- Suggested changes can be forwarded to Mary Anne Walls by April 17, 2011.
- It was discussed what training and/or information sessions should be provided to committee members.

4. Bulman Centre Air Quality

- Air quality concerns continue.
- Unfortunately no one is completing the time slot on the log so it is difficult to find a pattern.
- Students are wondering if it is safe there. Need to have another meeting.
- It was suggested to put CO2 detectors in this location.
- The provincial standards will be coming out soon, which should give us something to work from
- Ted Turner will provide an update regarding any concerns at next meeting.

5. Introduction of Karolya Vargscarr

- Unable to attend. She will come to the next meeting.
- It was noted that it would be helpful to have the UWSA General Coordinator at these meetings.
- Laurel Repski will look into this.

G. NEXT MEETING

The next meeting will be held on May 31, 2011.

Meeting adjourned.

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