

**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	Present
Tel: 786-7811	Len Cann	Director, Physical Plant	Present
Fax: 774-2935			

	<u>* Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Present
	Harald Weigeldt	Carpenter, Physical Plant	Present
Date: Thursday, May 31, 2011	Deanna Pollock	Ins. & Capital Acct.	Regrets
Next Mtg: Tuesday, September 7, 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
	Ted Turner	Students' Assoc.	Present
	Marilyn Walker	Records Assistant	Present

Resource persons Sangita Shah, Mary Anne Walls, Shelley Mangiacotti, and Sandi Akre from The University were also present at the meeting.

**A. APPROVAL OF MINUTES OF MARCH 17, 2011**

- Changes suggested to #3 Asbestos Management Program portion.

Minutes Approved with suggested change: Ed DuVal/Kim Monson ...CARRIED

**B. APPROVAL OF AGENDA**

- Added selection of Employee Co-Chair.
- Amendment to #C.8. to Terms of Reference of Workplace Safety & Health Committee.

Agenda approved as amended: Kim Monson/Ed DuVal ...CARRIED

**C. BUSINESS ARISING FROM THE MINUTES**

**1. Smoking Policy -**

- Haven't moved forward since our Health and Safety Specialist resigned.
- Have received a request from the Indigenous people to separate smudging from the smoking policy for clarity.
- It was suggested that this issue could be resolved by adding a link to the smoking policy under the Aboriginal services web page.

**2. Asbestos Management Program Update -**

- A checklist has been created, but needs clarification re roles and responsibilities
- Will be scheduling a meeting with those who will use this checklist.
- Checklist is to include the responsibility of updating the asbestor manual.

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

(X) Management Co-Chair - Laurel Repski

( ) Employee Co-Chair - James Hanley

\* This meeting had a changing of the past Employee co-chair to the new employee co-chair. No signature is required as per Jack Slessor's instructions



3. Small Appliance & Candle Policy – Update

- Deferred until next meeting.

4. Field Work Policy –

- Deferred until next meeting.

5. Workplace Violence – Update

- Deferred until next meeting.

6. Composting Bins – Update

Further air quality issues have been raised by the Student Central area. To address this,

- Salto lock on the door to the area has been installed to restrict traffic
- Exhaust fans filters have been added .
- The bins are cleaned regularly.
- Have cleaned the carpets again in the Student Central area.

Issues have also been raised with the compost bins in the field.

- Have received a request from the Athletics Dept. to remove the compost bins in the soccer field due to complaints of rats and mice. Ted will follow-up with Len and Hugh.
- Composting is being planned for Buhler Centre and Richardson College; need to incorporate any lessons learned to-date.

7. Bulman Centre Air Quality

- Continue to see exhaust concerns based on the activity recorded on the Logs.
- Times have been recorded so now have something to track.
- CO2 monitor requested at last meeting will be followed up with the new Controls employee.
- A meeting will be held (including M. Walls or the new Safety Specialist to determine whether air quality testing is required.
- A discussion was held about best method to do any required air quality tests and it was decided to continue utilizing external service providers.

8. Terms of Reference of Workplace Safety & Health Committee

- The draft of the Terms of Reference was reviewed.
- Committee members were advised to register any alternates with Mary Anne Walls.
- Amendments need to be made to date some members joined the Committee and one former member needs to be removed from the list.

Terms of Reference accepted as amended: Kim Monson/Doug Williams

....CARRIED

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

( X ) Management Co-Chair – Laurel Repski

( ) Employee Co-Chair – James Hanley

D. REPORTS FROM SUBCOMMITTEES

1. Radiation

- Confirmed that the radiation survey meter (used mainly in Shipping/Receiving) had been sent for annual calibration as required.
- Forms for decontamination/decommissioning were developed with the assistance of the Lab Safety Committee and are available from the Health & Safety Office. The labs storing Isotopes that will be decommissioned after the move to Richardson College.
- Decontamination associated with the move to RCFE is being done by an external provider.
- The Radiation sub-committee will meet next month.

2. Fire – Report as follows:

- The fire plans for RCFE are 99% complete.
- Emergency exits will be posted; the fire plan will be provided to all employees working in the new buildings and will be posted.
- Len will work with Marty to ensure emergency exit training is provided to all.
- Fire codes are being purchased.
- Fire extinguisher training will be provided at FCFE.
- Sangita will create a list of all those who need this training (including the old campus).

3. Laboratories

- February inspection of CFIR lab identified that there is a need for a flammables cabinet. The issue has been resolved and the CFIR lab is now in compliance.
- Further inspections were conducted on May 24<sup>th</sup>. Issues are being followed up on.
- Issues that are the responsibility of the Physical Plant have been corrected.
- Sangita will send the inspection info to the Researchers and Department Chairs.
- Procedures for the decommissioning of the labs for the move to the Science building have been reviewed with lab personnel. Decontamination of labs is being done by an external service provider.
- CRA has conducted an ethyl alcohol inspection of some locations; results were very good. Further inspections will follow after the move to RCFE.
- Sangita will work with Hugh and Collegiate staff re the relocation of Collegiate labs to Manitoba Hall.

4. Workshops

- No Report.

5. General Inspection

- No Report.

6. Security

- No Report.

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

(X) Management Co-Chair – Laurel Repski

( ) Employee Co-Chair – James Hanley

E. SAFETY INCIDENT REPORTS SUMMARY

- The Health and Safety Incidents Report was reviewed (copy attached).
- It was noted that one incident involving a defective laminator was missing and will be added to the report. The laminator has been replaced.

F. SAFETY PROGRAM

- Recruitment of Health and Safety Specialist
  - Second interviews are currently being conducted for the Health & Safety Specialist position. Hopefully this position will be filled soon.
  - We have a contracted Health & Safety Specialist on campus currently. Along with filling in as needed, he is conducting a review of the Health & Safety program at the University. A report will be presented to the Committee at the next meeting.
- Audio metric testing has been conducted in the past few weeks. Some individual testing is to follow for those who could not attend the group testing.
- Committee Education
  - There is an opportunity for an educational program through the Canadian Mental Health Organization. This specific program is a one-day program; there is no limit to the number of people who can attend. It is being held in September.
  - It was recognized that it is difficult for teaching staff to get away from teaching for the whole day for training..
  - The mental health training could be part of the Supervisory skills development being considered.
- Mouse Complaints.
  - It was identified that there currently is no formal procedure when a mouse complaint is received. We need to develop a fact sheet and promote the awareness of prevention opportunities. People need to be reminded that food waste should only be disposed where daily waste pick up is done. No food should be stored in lockers.
- It was noted that chemical and lab safety training needs to be conducted yearly.
- Sangita noted that spill kits were needed for some labs, particularly the chemistry and animal facilities. .

G. OTHER BUSINESS

1. Review of Radiation subcommittee members

- A discussion was held regarding who should comprise this sub-committee; should it be all who are radiation permit holders or do we want to include non-permit holders on this sub-committee?
- The Health and Safety Specialist should also possibly sit on this sub-committee.
- Chairing was also discussed and it was thought that it should be chaired by the Radiation Safety Officer.
- Sangita will verify with U of M what they do on their committee.
- This will be further discussed off-line.

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

( X ) Management Co-Chair – Laurel Repski

( ) Employee Co-Chair – James Hanley



2. Introduction of the UWSA Term General Coordinator

- K. Vargscarr will not be joining this committee.
- UWSA feel it would be beneficial to have one executive member sit on this committee;
- It was suggested that it should be the same member to maintain consistency.

3. Selection of the Employee Co-Chair

- There was a motion to nominate James Hanley as the Employee Co-Chair of this committee.

Moved: Ed DuVal/Kim Monson

Subject to James' formal acceptance, he will become the Employee Co-Chair of this committee.

... CARRIED

H. NEXT MEETING

The next meeting will be held on September 7, 2011.

Meeting adjourned.

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

( X ) Management Co-Chair – Laurel Repski

( ) Employee Co-Chair – James Hanley

