

COMMITTEE MINUTE FORM

See instructions

Other Business:

Complete Name and Address of Workplace

The University of Winnipeg
515 Portage Avenue
Winnipeg, MB R3B 2E9

Phone:
Tel: 786-7811

Fax:
Fax: 774-2935

Meeting Date:
September 26, 2018

Date of next meeting:
December 5, 2018

Number of employees
at the workplace:
850

Employer Members	Occupation	Present	Absent
Laurel Repski Kyle MacDonald Gary Pawlychka Mike Thul	Co-chair, V.P. Human Resources, Audit & Sustainability Executive Director, Infrastructure Executive Director, Financial Reporting Director, Physical Plant	X X X X	
Worker Members (list all) Deanna Pollock Vacant	Manager, Ins. & Capital Acct. – Excluded Emp. Co-Chair, Faculty Member – Administrative Manager – IUS - AESES Biology Laboratory Manager - AESES Technician - AESES Faculty member – UWFA Faculty member – UWFA (Alternate) Faculty Member - UWFA UWSA (Alternate) UWSA Plumber – IUOE HVAC Technician – IUOE (Alternate)	X X X X X X X X X	 X X X X X X
Guests (list any) Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Troitman Ginette Helgason Kimberly Buffie	Safety and Health Specialist Lab Safety Officer Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Assistant – HR (Minutes) Laboratory Safety Sub-committee Chair	X X X X X X X	

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
Call to Order Introduction	Meeting Called to Order, 12:37 pm		
A. Approval of Agenda		Moved by K. Gorkoff, Seconded by K. Macdonald	
B. Acceptance of Minutes	J. Golby Borsa raised amendment of additional names to guest list from September 2018 meeting- M. Emslie & W. Carriere	Moved to amend by J. Golby-Borsa, Seconded by P. Holloway	
C. Business Arising from the minutes:	<ul style="list-style-type: none"> Small Appliances Policy (L. Repski) Feedback on revisions required prior to holiday break- UPDATE- L. Repski sent amendment to advise that the revised Policy is being presented to the Executive and Board for approval. Once the finalized Policy is approved, it will be brought back for information. Laboratory Safety Committee – Terms of Reference (K. Buffie/L. Repski) J. Hanley evaluated and provided feedback Language allows for members to be appointed or elected To table TOR at March 2019 meeting 	<p>Review to be completed with feedback to G. Helgason before holiday break (Dec: 29/48)</p> <p>Adoption of TOR for March 2019 meeting K. Buffie to provide updated ToR</p>	

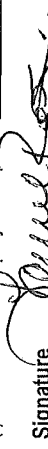
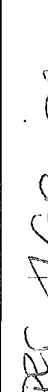
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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.

() Print name of Employer Co-Chair _____ (X) Print Name of Worker Co-Chair _____

Signature  _____ Signature  _____

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Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<ul style="list-style-type: none"> Revised TOR to be provided by K. Buffie Violence Prevention Policy (L. Repski) In June, James inquired with the province Workplace Safety & Health as to the definition of "person" and classification of faculty/student- Discussion and conclusion is that students are not workers as UW is not the same type of educational institution that the policy refers to (ie: trades) <i>from the Employer's perspective and policy language is satisfactory and no further internal legal review.</i> Concerns from UW WSH committee, <i>were raised.</i> Legalization of Marijuana (L. Repski) Reiteration of previous discussion- including work done by Campus Living to enforce policies in residences & appropriate accommodations for medicinal use and embassy involvement for students/ staff/ faculty who travel for school/work Employee Co-Chair Election Brief review of position requirements- 4 meetings/year; co-chairs each chair 2 meetings; ensure reports are filed Open floor to nominations- J. Golby-Borsa 		
D. Reading Correspondence			
E. New Business	<ol style="list-style-type: none"> Option to have worker members discuss process of electing/ appointing new worker with or without employer members present. J. Golby-Borsa & K. Buffie advised this was already discussed and option to proceed with employer members present. Floor opened to nominations for worker co-chair. J. Golby-Borsa nominated Natasha Tatarol in absentia; floor closed to nominations; Nomination seconded by Kelly Gorkoff New committee member introduced in absentia- D. Spencer will be joining the committee. 		
F. Reports from Subcommittees	<ol style="list-style-type: none"> Laboratory Safety Committee (K. Buffie) <ul style="list-style-type: none"> Wrong report was submitted in error; same day as meeting correct report was released; not enough time to distribute; correct report to be sent with minutes. Radiation Safety Committee (S. Shah) <ul style="list-style-type: none"> Positive feedback on all evaluations to date. 		
G. Safety Incident Report Summary	September 2018 – December 2018 <ul style="list-style-type: none"> Central Safety and Health Found Needles/Syringes Report <ul style="list-style-type: none"> Roundtable discussion regarding locations of safe disposal boxes and procedures to call security when needles are found. Violence Summary Report 		
H. Fire Safety Report	September 2018 – December 2018 <ul style="list-style-type: none"> Ongoing incidents of fire extinguisher tampering & thefts at RecPlex; training drills have gone well with ELP. 		
I. Security Report	September 2018 – December 2018 <ul style="list-style-type: none"> Increased Safe Walk/Ride requests 		
J. Safety and Health Program			

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() Print name of Employer Co-Chair Laurel Repski (X) Print Name of Worker Co-Chair Natasha Tatarol

Signature  Signature 

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Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
K. Inspection Reports	Laboratories (S. Shah) <ul style="list-style-type: none"> • Thanks to all who participated in inspections from S. Shah; a few more inspections to be completed prior to holiday break. • Draw for appreciation gift bags; winners are K. Gorkoff, K. Breward, T. Sawatzky, B. Schlag. General Areas/Administrative Offices/Services (D. Brownridge) <ul style="list-style-type: none"> ○ Inspections are 94% completed with main spaces ongoing. 		
L. Review of Regulatory Agency Inspection Reports			
M. Other Business			
N. Next Meeting	Wednesday, March 27 th , 2019 Location: TBD		
O. Adjournment	1:35 pm	Moved by P. Holloway	

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() Print name of Employer Co-Chair _____ (X) Print Name of Worker Co-Chair _____ Natasha Talarol

Signature *Laurel Repski* _____ Signature *per J.G. Borish* _____

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