

COMMITTEE MINUTE FORM

See instructions



Labour and Immigration

Workplace Safety & Health
401 York Avenue, Winnipeg, Manitoba R3C 0P8
T 204 957-SAFE(7233) or
toll-free 1 855 957-SAFE(7233) F 204 948-2209

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:
June 6, 2018

Date of next meeting:
September 26, 2018

**Number of employees
at the workplace:**
850

Employer Members	Occupation	Present	Absent
Laurel Repski Gary Pawlychka Mike Thul	Co-chair, V.P. Human Resources, Audit & Sustainability Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure	X X X	
Worker Members (list all) Deanna Pollock James Hanley Jillian Golby Borsia Nataasha Taiaroi Morgan Brightnose Tiffani Sawatzky Kelly Gorkoff Peter Batagus Brian Schlage Katherine Breward Trevor Day Mike Nickerson	Manager, Ins. & Capital Acct. - CMP Co-Chair, Faculty Member - UWFA Admin. Manager - AESES Biology Laboratory Manager - AESES President - UWSA Social Sustainability Coordinator - UWSA Faculty Member - UWFA Chemical Technician - AESES Plumber - IUOE Faculty Member - UWFA HVAC Technician - IUOE PSAC	X X X X X X X X 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 Trobman Angellina Turney Kimberly Buffle	Safety and Health Specialist Lab Safety Officer Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Assistant - HR 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, 12:35 pm		
A. Approval of Agenda		Moved by K. Gorkoff, Seconded by N. Taiaroi	
B. Acceptance of Minutes		Moved by D. Pollock, Seconded by B. Schlage	
C. Business Arising from the minutes:	<ol style="list-style-type: none"> Small Appliances Policy (M. Thul) <ul style="list-style-type: none"> Mike drafted a label for approval of space heaters being used on campus. Re-approval will be required either every three years or if an individual re-locates on campus Laboratory Safety Committee (K. Smith on behalf of K. Buffle) <ul style="list-style-type: none"> Adoption of Terms of Reference Violence Prevention Policy (L. Repski) <ul style="list-style-type: none"> This policy was approved and will be presented at the Board on June 18, 2018 for information Thank you to all committee members for your input An implementation plan for this policy is underway with training opportunities commencing in Fall 2018 Violence Report (K. Smith) - this report will be provided under separate cover quarterly to this committee to analyze any trends under "Safety Incident" 	<p>Deferred to September 2018</p> <p>J. Hanley to send policy/procedures to the branch for an opinion from the branch regarding the general compliance with regulations.</p> <p>M. Grainger to report back to committee next meeting about threats of violence.</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 Laurel Repski (X) Print Name of Worker Co-Chair James Hanley
 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
	Report Summary 4. All Hazards Assessment (L. Repski) <ul style="list-style-type: none"> Update – working on an implementation plan. Steps have been taken to limit access to Graham Hall outside of public hours and the elevator has now been Salted 	Laurel will provide an overview with Mike Emslie at the September 2018 meeting	
D. Reading Correspondence			
E. New Business			
F. Reports from Subcommittees	1. Laboratory Safety Committee (K. Smith on behalf of K. Buffie) <ul style="list-style-type: none"> Biosafety Committee Report – this committee had their first meeting in April. They will meet bi-annually and reports will be provided to the WH&S Committee. 2. Radiation Safety Committee (S. Shah) <p>March 2018 – June 2018 (K. Smith)</p> <ul style="list-style-type: none"> A separate needle report will be provided under the Safety Incident Report Summary to identify trends. Some adjustments to the report have been requested by the committee for clarity 	K. Buffie to bring forward an incidence from this quarter to the September meeting K. Smith K. Smith to provide an quarterly overview of the past years report	
G. Safety Incident Report Summary			
H. Fire Safety Report	<p>March 2018 – June 2018 (K. Smith)</p>		
I. Security Report	<p>March 2018 – June 2018 (M. Grainger)</p> <ul style="list-style-type: none"> A new feature, "Working Alone" has been added to the UW Safety App. The user can set up the app to check in on the individual every 15 or 30 minutes, if no response is received the app will phone the contact the user has provided 		
J. Safety and Health Program	Health & Safety Intern, Roy Martin, provided a report on the many updates he has made in regards to confined spaces on campus including signage, labeling and inventory		
K. Inspection Reports	Laboratories (S. Shah) General Areas/Administrative Offices/Services (D. Brownridge) <ul style="list-style-type: none"> Reminder that times provided by Doug for the quarterly inspections are flexible. He will work with committee members schedule. Participation is greatly appreciated to perform these. We are at a 93% overall average score. 		
L. Review of Regulatory Agency Inspection Reports			

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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
M. Other Business	Legalization of Marijuana • Is being reviewed and will be brought forward to the committee at a later time	L. Repski	
N. Next Meeting	Wednesday, September 26, 2018 Location: TBC		
O. Adjournment	1:42 pm	Moved by D. Pollock	

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