

COMMITTEE MINUTE FORM

See instructions

Other Business:



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

Complete Name and Address of Workplace	Employer Members	Occupation	Present	Absent
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9	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	
Phone: Tel: 786-7811	Worker Members (list all) Deanna Pollock	Manager, Ins. & Capital Acct. – Excluded Emp.		X
Fax: Fax: 774-2935	James Hanley	Co-Chair, Faculty Member – UWFA (X) Chair	X	
Meeting Date: September 26, 2018	Jillian Golby-Borsa Natachia Tatarol Peter Balagus Paul Holloway Katherine Breward Kelly Gorkoff Tiffani Sawatzky Morgan Brightnose Brian Schlage Trevor Day Mike Nickerson	Administrative Manager – IUS - AESES Biological Laboratory Manager - AESES Technician - AESES Faculty member – UWFA Faculty member – UWFA (Alternate) Faculty Member - UWFA UWSA UWSA (Alternate) Plumber – IUOE HVAC Technician – IUOE (Alternate) PSAC	X X X X X X X X X X X X	
Date of next meeting: December 5, 2018	Guests (list any) Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Angelina Turney 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 X
Number of employees at the workplace: 850			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, 12:34 pm		
A. Approval of Agenda		Moved by M. Thul, Seconded by J. Hanley	
B. Acceptance of Minutes		Moved by M. Thul, Seconded by J. Hanley	
C. Business Arising from the minutes:	<p>1. All Hazards Assessment (L. Repski with M. Emslie)</p> <ul style="list-style-type: none"> Mike Emslie – VP Finance, introduced Wade Carriere – the new Manager, Disaster Recovery and Emergency Response as well as provided an update to the All Hazards Assessment. Initiatives include the hiring of Wade Carriere who will be working with Napier Consulting to develop an Emergency Response Plan as well as a new locker program, installation of Bike Cage by the Theatre, a Security Assessment where more lighting has been increased in key areas, locks on elevators (Graham Hall), campus closing earlier in areas where there is no traffic, etc. <p>2. Small Appliances Policy (M. Thul)</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 _____ James Hanley

Signature  _____ Signature  _____

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	<ul style="list-style-type: none"> This policy is currently with the Governance Committee. Once approved, a communication will be going out to Deans, Chairs and faculty and staff outlining the new policy standards <p>3. Laboratory Safety Committee - Adoption of Terms of Reference (K. Buffie)</p> <p>4. Violence Prevention Policy (J. Hanley/K. Smith)</p> <ul style="list-style-type: none"> In June, James inquired with the province Workplace Safety & Health as to the definition of "person" and classification of faculty/student, with no response to date Kevin will be rolling out the Violence Prevention Policy training starting with Director/Executives Directors/Managers and offering open sessions available over the free period The De-escalating Potentially Violent Situations training has been successful with positive feedback. To date, 4 sessions have been offered, with 4 more workshops scheduled in the 2018 – 19 academic year <p>5. Legalization of Marijuana (L. Repski)</p> <ul style="list-style-type: none"> The employer reported that there is no need for a specific marijuana policy as there is sufficient coverage through the Smoking Policy, and direct issues will be governed by other university policies (e.g. student, non-academic conduct, Respectful Workplace and Learning Environment, etc.) and Collective Agreements Accommodations will be made to those that require medicinal marijuana It has been requested that a communication be providing information to faculty and staff in regards to Canada/US travel for those that travel on university related business 	Deferred to December 2018	
D. Reading Correspondence	Canadian Cancer Society		
E. New Business	<p>1. James will be stepping down from his role as co-chair, September is his last meeting. The Worker Members will need to have a replacement prior to the next meeting, December 5, 2018.</p> <p>2. Laurel will be retiring from VP HR at the end of December 2018. Her incumbent will take on her role as co-chair.</p>	<p>A request that the university specifically include the mention of "smokeless tobacco" be included in our Smoke Free Campus policy. The language in the current policy applies "all tobacco products", so no changes will be made at this time.</p> <p>Worker Members to appoint co-chair for December 2018 meeting</p> <p>Laurel and James to draft a job description of the role of co-chair to share with the Worker Members</p>	
F. Reports from Subcommittees	<p>1. Laboratory Safety Committee (K. Buffie)</p> <ul style="list-style-type: none"> A revision was requested for the minutes to reflect on page 1 of the report under "Incidents" from to change the substance from mercaptaethanol to wintergreen <p>2. Radiation Safety Committee (S. Shah)</p> <ul style="list-style-type: none"> Sangita will be providing a Safeguarding Science Workshop on Tuesday, October 30 from 1 – 4 pm in 2M70. Committee members are invited to attend. 		
G. Safety Incident Report Summary	<p>June 2018 – September 2018</p> <ul style="list-style-type: none"> Central Safety and Health Found Needles/Syringes Report Violence Summary Report 		

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Signature  _____ Signature  _____

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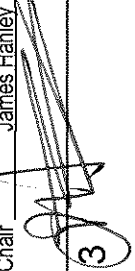
Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
H. Fire Safety Report	June 2018 – September 2018		
I. Security Report	June 2018 – September 2018		
J. Safety and Health Program			
K. Inspection Reports	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. 		
L. Review of Regulatory Agency Inspection Reports			
M. Other Business			
N. Next Meeting	Wednesday, December 5, 2018 Location: 2M74		
O. Adjournment	1:35 pm	Moved by P. Holloway	

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