

COMMITTEE MINUTES FORM

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| 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: December 14, 2021 Date of next meeting: March 18, 2022 Number of employees at the workplace: 860 | Employer Members Marni Yasumatsu Kyle Macdonald Erin Sywake | Occupation Associate Vice President – Human Resources, Co-Chair Executive Director, Infrastructure Director Financial Reporting | Present X X X | Absent |
| | Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Vacant Paul Holloway Christopher Brauer Katherine Breward Doug Williams Vacant Binara Hewagamage Trevor Day Steven Shwaykosky Mathew Ashworth | Executive Director, Student Services - CMP Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – AESES (X) AESES Faculty Member – UWFA (Biology) Faculty member – UWFA (THFM) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Psychology - Alternate) UWSA UWSA (Alternate) Lead HVAC Technician – IUOE Shift Engineer - IUOE (Alternate) PSAC | X X X X X X X X X X X | X X |
| | Guests (list any) Kevin Smith Doug Brownridge Wade Carriere Jennifer Trotman Melanie Gregg Mark Sutherland Alexis Morham | Manager, Safety and Health Occupational Safety and Health Officer Manager, Security, Emergency Preparedness and Insurance Director, Campus Living Acting Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair Preparedness Technician, Safety Office EA, HR – Minute Taking | X X X X X X X | |
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|--------------------------------------|--|--|----------|
| A. Call to Order | Meeting called to order at 12:07 p.m. *Quorum met Thank you to Peter Balagus for his very conscientious and long running service on the committee, and to Alexis Morham for her assistance in keeping the committee on track with improved minutes/ processes. | Chair: Natasha Taiarol | |
| B. Approval of Agenda | | Motion by: Doug Williams Seconded by: Katherine Breward | Approved |
| C. Acceptance of Minutes | | Motion by: Mathew Ashworth Seconded by: Melanie Gregg | Approved |
| D. Business Arising from the Minutes | <u>Action Items from September 10th Meeting:</u> <u>Action Item: Submission of Variance to Government</u> Committee was given final opportunity to comment on the Variance and Terms of Reference prior to submitting to the Government. No further comments were received on September 10, 2021. | <u>Action Item: Circulate Variance Package for committee signatures</u> (Kevin Smith) | Ongoing |

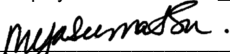

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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| | <p>Action Item: Follow up on training opportunities with HRDO re: would like to see the addition of anti-racism and unconscious bias training for this committee. The Employment Equity Advisory Committee (EEAC) is piloting options for anti-racism training to be provided on campus. The EEAC is piloting an Anti-racism training session on Dec 20th.</p> <p>Action Item: Safety Heroes - Look at possible avenues/ criteria for nomination and celebration of Safety Heroes, to be added to the UW Safety website</p> <p>Action Item: Submit Safety Heroes from last two quarters to Communications Bulletin</p> <p>Action item: Review progress of this initiative at next quarter.</p> <p>Action Item: Look at December 2021 for First-Aid Safety training session.</p> <p>Session scheduled for Dec 17th is full. Will schedule additional sessions (4) in early 2022.</p> <p>Action item: Communicate to Wade, the committee's suggestions re: what to include in the Security report</p> <p>Action Item: Clarify status/ details of holding in-person meetings/ student orientations vs. events on campus.</p> <p>See: Campus Activity Requests Covid 19 The University of Winnipeg (uwinnipeg.ca)</p> <p>Action Item: Follow up with ORT on logistics re: unvaccinated students and October 15th deadline.</p> <p>See: International Student FAQ Covid 19 The University of Winnipeg (uwinnipeg.ca)</p> <p>Landing page for all Campus Covid-related information: Home Covid 19 The University of Winnipeg (uwinnipeg.ca)</p> | <p>Action Item: Will look at providing AR training to this group upon selection of an option. (Marni Yasumatsu)</p> <p>Kevin Smith/ Safety Office</p> <p>Safety Office</p> <p>Safety Office</p> <p>Kevin Smith/ Safety Office</p> <p>Action Item: Schedule additional First Aid Training sessions in Jan 2022 (Kevin Smith)</p> <p>Marni Yasumatsu</p> <p>Marni Yasumatsu</p> <p>Marni Yasumatsu</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> |
| E. Reports | <p>1. WSH Program Report (Kevin S)</p> <p>a. Safety Swap</p> <ul style="list-style-type: none"> • The Safety Swap offers topical information and resources for committee members, and takes on a variety of themes such as proper ergonomics. • Some members of the Safety Office recently attended a Community Leadership Conference which served to be quite informative. It was noted that the Education sector is very low in outbreak numbers, as oppose to the Food Processing sector which is very high risk – taking into consideration risk tolerance factors. • Sessions on Mental Health and Workplace Violence were well designed and conducted by individuals with lots of experience. It was noted that mental health injuries result in 6x more work absences than physical injuries. <p>b. Mask Conformance Report</p> <ul style="list-style-type: none"> • Report reflects data from Nov 1 – Dec 1, and data collection continues. Tours were conducted from 11:00am to 1:00pm, | | |

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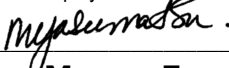
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Marni Yasumatsu

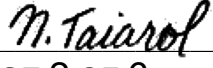
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Natasha Taiarol

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| | <p>daily, with a number of locations observed, and the type of mask was noted in the data collection. This period saw ~4500 people observed. Some areas saw less diligence; overall, approximately 2% of the observed pool was found to be in breach and was educated. The approach was to play a supportive role rather than punitive. Individuals were offered masks as a first point of contact, and were gently reminded of the mask requirement. This was well received by the university community. No rude responses were received and most were apologetic. Only one person was formally reported due to the fact that they were a 3-time offender.</p> <ul style="list-style-type: none">• Committee was advised that it is OK to share this data with others. Feedback is always welcome via safety@uwinnipeg.ca.• Visual representation of the data was well received by the committee. <p>2. Incident Report (Kevin S)</p> <ul style="list-style-type: none">• This matrix format is working well. Aim to identify trends that are relevant to campus. Sharps/ needles continue to be abundant. Members were reminded: Do not touch. We have a team well equipped to deal with such situations. Most are found outside with a few inside.• *Item: violence in Riddell Hall – a security guard was assaulted (expectoration). Security is one of our most at risk groups on campus.• Noted that not all incidents are making it into the report (e.g. a medical incident in McFeetors Hall). Will work on flow of information for future reports. Reports are submitted to the Safety Office in various ways: calls/ notes/ incident reports from Security. Important to consider how we capture/ record this.• The department of Psychology saw an incident with a community member who got past Security. The frequency of such incidents is low.• Students inquired about how to best handle situations of this nature, raising the question of whether panic buttons would be useful.• Noted this would require a risk assessment, and that we do have the UW Safe App, through which Security can be contacted directly, and reports can be made.• Looking at the possibility of panic buttons being installed on computers for faculty and staff.• Campus is fairly locked down and these incidents are rare.• There are a number of Blue and Red phones across campus as well. <p>3. Fire Report (Kevin S)</p> <ul style="list-style-type: none">• Seeing a trend of external fires being set (e.g. community members setting personal items on fire). *Item: Food prep set off an alarm. <p>4. Security Report (Wade C)</p> <ul style="list-style-type: none">• Looking at having a summary overview of campus security incidents publicly accessible on our website. Want to be transparent and provide a high-level overview of the types of incidents we deal with. Most medical items noted are related to discovery and disposal of drug paraphernalia, and are primarily external. May see a rise in internal incidents with increased opening of campus.• <i>Alarms</i>: would like to see new incident reporting system that differentiates between nuisance and actual alarms. | <p>Action Item: Renew de-escalating potentially violent situations training in 2022 (Safety Office)</p> <p>Action Item: Fire Warden training will ramp up in the new year (Safety Office)</p> | <p>Ongoing</p> <p>Ongoing</p> |

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Signature *M. Yasumatsu* Signature *N. Taiarol*

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| | <ul style="list-style-type: none">• <i>Dispatched Security Services</i>: is also a catchall, and is wide ranging from serious incidents to helping direct people.• Q: When did the 4 “violent crimes” take place?• A: During the day; 2 went to WPS, 1 mentioned above, and the 4th is a matter before the courts and cannot be discussed.• Q: Is it helpful to know where the sharps are found? Aim being to inform people to be aware of their surroundings.• A: There are definite hotspots that could be highlighted, but they are found in a wide range of locations throughout campus.• Committee was offered the opportunity to comment on the future/ vision of the strategic planning for Security.• Positive changes coming - rebuilding the service and how we deliver on our responsibilities across campus.• Q: Considering residence in this planning as well?• A: Yes – it is a part of campus. Service enhancements will be across the board. Aim to enhance areas that have seen lack of attention in the past. E.g. Balmoral houses – planning in place to address some of the concerns being expressed.• Whatever we do, it is campus inclusive – not segmented. Arm’s length organizations will be included in that plan.• Looking to centralize things to improve efficiency.• Need to include conversations with Student services, for example – Rice Building, to ensure everyone is included.• Higher number of incidents reflected in Oct, in part due to increase presence on campus. Not necessarily high risk, just more activity/ incidents. I.e. More response calls for security to respond to.• Current report sees a broad approach. Will consider a more focused report re: incidents relevant to this committee, going forward. Committee feedback welcome. <p>5. Building Inspection Report (Doug B)</p> <ul style="list-style-type: none">• 100% of inspections were completed, scoring a 93% average which is consistent with the last 3 quarters. Committee participation rate is up to 78% this quarter. Worker members being encouraged to participate in these inspections.• Across 23 inspections we saw 144 failed items; 13 of these prompted work orders. Items are prioritized for action.• The most frequently failed item this quarter:<ul style="list-style-type: none">○ Safety Data Sheets (SDS) - for WHIMIS (are they available and updated).○ Outstanding Actions - often due to delays relating to resources and/ or prioritization.○ House Keeping – i.e. trip hazards/ not cleaning up an area. Campus has been dormant for a while but the public areas are well maintained.• RCFE saw the lowest inspection score, but 83% is quite good (17/102 failed items).• Looking to refine the inspection template with a goal of customizing by area, so they don’t all have the same 102 questions, as some are irrelevant to certain areas. <p>a. Monthly AED Inspection Report - Verbal (Mark S)</p> <ul style="list-style-type: none">• All AEDs across campus were inspected. New device now located in the Nurses Office in McFeetors.• 3 devices were found to have expired pads: One in the Library, one in Duckworth, and one in the Asper Theatre | | |

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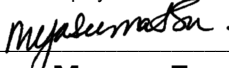
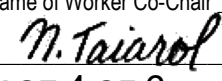
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| | <p>where the child pads had expired (different pads for children vs. adults).</p> <ul style="list-style-type: none"> All batteries were good across campus; some need to have their ready kits added or updated; AnX signage could be improved (supposed to be a 3D sign above it), and some inspection cards are full. Ready kits contain scissor/ razors /antiseptic pads /towel /gloves /mask. Just a few need updating. UW doing well in meeting the 3 minute “drop to shock” standard: no more than a 3 minute round trip to access a defibrillator (32 AEDs on campus). <p>6. Safety Heroes Report – Verbal (Doug B)</p> <ul style="list-style-type: none"> Continuing to consider the mechanism and criteria for nomination of Safety Heroes, with consideration of privacy legislation. Potential use of MachForm program for this purpose. Erin Frost, Ed Duval, Jodi Schmidt, Deanna Pollock, and Carmelle Mulaire were nominated for going above and beyond in their efforts to support the safety culture at UW. | <p>Action Item: Safety Heroes – Continue to consider possible avenues/ criteria for nomination and celebration of Safety Heroes, to be added to the UW Safety website, and consent of nominees to be obtained. (Safety Office)</p> | Ongoing |
| F. Subcommittee Reports | <p>1. Biosafety Committee Report (Melanie G)</p> <ul style="list-style-type: none"> <u>Biosafety Officer</u>: Alan McGreevy, department of biology, has taken on the role of biosafety officer for the UW. <u>Human Pathogens and Toxins Act license</u>: has been transferred to Marni Yasumatsu, AVP, Human Resources. <u>University Biosafety Policy and Procedure</u>: the committee reviewed and updated the policy and procedures. Melanie Gregg is working on edits for final review and approval by the committee. Thanks to Paul Holloway for his integral work as UW's initial and longtime Biosafety Officer. <p>2. Science Lab Safety Committee Report (Melanie G)</p> <ul style="list-style-type: none"> Regular committee activity reviewed. Saw items such as WHMIS Training and the replacement of lab placards addressed. | | |
| G. New Business | <ul style="list-style-type: none"> At a recent departmental meeting, a number of faculty expressed concerns over Omicron and its high transmissibility rate. Desire to switch to remote learning due to this and that certain rooms are found to have poor ventilation/circulation. Q: Has there been any movement on policy re: transitioning to online due to the rise of Omicron, Q: In the absence of a universal policy, what are we doing to address the disparity in departments in this regard? And more specifically, the 2 rooms of concern in Buhler? A: There is no specific written policy re: moving online. Being managed by Deans at an operational level. Medical accommodations come through Human Resources. The Decanal decisions are leading to a lack of equity across departments. Medical accommodations have been going fine – these concerns relate to individuals with vulnerable family members at home, for example. Q: Some department are allowed to transition back to online while others are not. How does one respond to these concerns when asked? A: As these are not medical accommodations, likely needs to be addressed at the operational level with consideration for those factors, which vary between departments. | <p>Action Item: Follow up on this topic with the Academic core. (Marni Yasumatsu)</p> | Ongoing |

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| | <ul style="list-style-type: none"> • Can be hard to have all the facts, be sure we are comparing apples to apples, and understand that perspectives also vary. • It doesn't have to be real inequity for perceived inequity to negatively impact people's motivation/ sense of justice. This can lead to subsequent problems. • Q: How are we addressing the rooms of concern re: air quality in Buhler? • A: Facilities performs an assessment taking into consideration enrollment and capacity to see how much fresh air is required. All rooms are in excess of the minimum requirements. <ul style="list-style-type: none"> ○ 3BC57 passes, but as an added layer of protection, we are installing a dedicated HEPA filtration unit. ○ Co2 sensor is being used to assess "stuffiness". Using this technology will allow us to bring in additional fresh air as needed. Buhler is built to LEAD standards making it easy to adapt. ○ With the added layers of MERV-13 filtration in the rooms which is new, the HEPA filter in 3BC57, and the assessment done in air quality, we will be in a better place re: Buhler. • Important to note the physical barriers in place in advance of building systems coming into play: <ul style="list-style-type: none"> ○ Physical distancing/ staying home when not well ○ Masking ○ Cough/ sneeze protocol – contain droplets ○ Washing hands ○ Vaccination • UW has a very robust control plan when all elements are added up. • We have done a great job of keeping our community safe during another challenging year. Committee members were thanked for their service. In lieu of the traditional thank you lunch, a small token of our appreciation can be picked up from the mailroom. | | |
| H. Next Meeting | 2022 Quarterly meeting dates were proposed and approved (12:00 – 2:00 p.m.): <ul style="list-style-type: none"> • March 18, 2022 • June 17, 2022 • September 16, 2022 • December 16, 2022 | Motion by: Doug Williams Seconded by: Trevor Day | Approved |
| I. Adjournment | Moved to adjourn at 1:44 p.m. | | |

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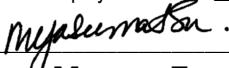
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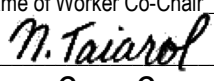
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