

COMMITTEE MINUTES FORM



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 The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Phone: Tel: 786-7811 Fax: Fax: 774-2935 Meeting date: March 10, 2021 Date of next meeting: June 17, 2021 Number of employees at the workplace: 860	Employer Members	Occupation	Present	Absent
	Marni Yasumatsu Kyle Macdonald Julia Peemoeller	Associate Vice President – Human Resources, Co-Chair (X) Executive Director, Infrastructure Comptroller, Financial Services	X X X	
	Worker Members	Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Peter Balagus Paul Holloway Jaime Orr Katherine Breward Michael Dudley Karolya Vargscarr Binara Hewagamage Trevor Day Steven Shwaykosky Clint Wirth	Executive Director, Student Services - CMP Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – AESES Technician – AESES (Chemistry) Faculty Member – UWFA (Biology) Faculty member – UWFA (Library) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Library) UWSA UWSA (Alternate) Lead HVAC Technician – IUOE Shift Engineer - IUOE (Alternate) PSAC (Alternate)	X X X X X X X X X X
Guests (list any)	Kevin Smith Doug Brownridge Wade Carriere Jennifer Trotman Melanie Gregg Alexis Morham	Manager, Safety and Health Occupational Safety and Health Officer Manager, Security, Emergency Preparedness and Insurance Director, Campus Living Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair EA, HR – Minute Taking	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
A. Call to Order	Meeting called to order at 12:10 p.m. *Quorum met <i>Welcomed Clint Wirth, Inga Johnson Mychasiw, and Melanie Gregg to their first meeting.</i>	Chair: Marni Yasumatsu	
B. Approval of Agenda	No additions or amendments.	Motion by: Katherine Breward Seconded by: Clint Wirth	Approved
C. Acceptance of Minutes	Dec 10, 2020 - No amendments. <u>Outstanding Action Items from Dec 10th Meeting</u> 1. <i>K Breward to send email seeking committee member's interest in attending additional meeting to address safe spaces.</i> A few volunteers came forward. Given the work being done by existing committees such as the Employment Equity Advisory Committee (EEAC) and the Labour Management Subcommittee on Employment Equity (LMSEE) – a UWFA committee, in a subsequent conversation with M Yasumatsu, it was decided that this would best fall under the work of the EEAC whose membership has university-wide representation. 2. <i>Variance Application/ Subcommittee</i> Info requested from Province includes: co-chairs, union participation, handling of inspections and	Motion by: Katherine Breward Seconded by: Karolya Vargscarr EEAC Subcommittees will be struck to address a range of pertinent topics/ initiatives including this, as the work of developing an Employment Equity Strategy for UWinnipeg begins. Action Item: K Smith will circulate the variance application by mid-April to early May for committee feedback.	Approved Complete Ongoing

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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<p>investigations, statistical back ground re: injury and illness rates, and a letter of support from “worker members”. Proposed changes to the committee structure given the number of spontaneous safety committees popping up across campus.</p> <p>3. <i>Guidance documents to be shared with N Tairor re: when to stay home vs. when to go to work.</i></p> <p>4. <i>K. Vargscarr to share community supports resource list with Safety Office to seek other recommendations.</i></p>	KV proposed sending email today.	<p>Completed</p> <p>Ongoing</p>
D. Reports	<p>1. WSH Program</p> <p>a. Hearing Conservation Program: 33-35 people have been identified for annual screening, based on their working environment. Workers are advised if they need to follow up with an audiologist, based on results – Usually occurs in May. *For information – post meeting – Criteria: <85 decibels for exposure in 40hr work week.</p> <p>b. Respiratory Fit-Testing Program: Falls under the Air Quality program – Those exposed to respiratory hazards/ pathogens etc. need to be properly fitted for masks/ respirators – date will be set once the necessary participants have been identified, and once the N95 supply chain disruption has settled out.</p> <p>c. Safe Work MB: Receive regular communications – Safety Swap – Contains valuable information, tailored to the times, from subject experts. Includes a webinar on best practices for returning to work (topics include handwashing, disinfecting, traffic flow, etc.)</p> <p>d. Committee TOR: Good time for review as a part of the Variance application. May see some changes. Should be reviewed annually.</p> <p>2. Incident Report Facilities is very busy with contractors working on campus. Near miss/hazard ID: Noted on electrical contact that resulted in no harm to person or property (live circuit behind thermostat which had been accessed). Near miss/hazard ID: Majority of “Sharps” are found outside. Gave brief overview of some of the incidents including “violence” incidents (spitting; sexual assault – HRDO was notified).</p> <p>3. Fire Report Sparling went offline this winter, and a fire guard was established until the fire alarm system was returned to normal. – no other reports</p> <p>4. Security Report</p>	<p>Link: safemb.com</p> <p>Action Item: M Yasumatsu requested the committee review the TOR for discussion re: suggested amendments at the June meeting. *K Smith indicated comments can be sent to his attention in the interim.</p> <p>Use best practices – safe walk – do not travel alone.</p>	Ongoing

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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Tairor

Signature _____ Signature _____

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<p>i) Provided brief overview of 2 incidents. One saw the installation of a security posture at the UWSA Daycare, and the other is an ongoing investigation with no residual threat. Project underway to revitalize the blue phone program on campus. This will see a review of locations, and upgrading of equipment. Data on the frequency of usage will be used to assist in identifying critical locations. Priority is to upgrade units that are not functioning well. Consideration is being given to having video capacity rather than audio only. Project is ongoing and will continue through to the fall. Identified the need for a more strategic/ improved communication strategy/ marketing campaign re: the Blue Phone program.</p> <p>ii) Question raised re: institutional approach to discipline in cases of Covid-related protocol infractions. None at this time, but we do need to consider how this will be addressed with the potential return to campus in the Fall. Will depend on public health orders; as we reopen, rules and practices may change. Campus Living was recently visited by a quarantine inspector.</p> <p>5. Inspection Report Shout out to safety heroes Jaime Orr and Michael Dudley who made the effort to come to campus to participate in quarterly safety inspections. Return to campus safety protocols/ practices were shared by Doug with the inspectors. Also to Ed Duval and Ron Clasen became more involved in the inspection process as supervisors to the Service Worker Teams in Facilities. A wide range of renovations/ maintenance going on across all areas of campus. We now have 40 iAuditor licenses across campus, with the expansion of the Inspection program. Analytics dashboard introduced as new tool. It was noted that the most failed item this quarter was the safety data sheet stations (SDS) at 65% failure rate – not up to date. Noted the program called Zapier allows iAuditor to talk to HIPPO (Facilities maintenance ticketing system for tracking work) to better support workflow efficacy – in beta testing stage. Assists with accountability. An Inspection Analytics Dashboard was shared as a subsequent document - a visual representation of the 4th quarter data.</p>	<p>*Committee members were encouraged to reach out to W Carriere with suggested locations for the phones (audio & video).</p>	
<p>E. Subcommittee Reports</p>	<p>1. Biosafety Committee Report Met Jan 11: discussed possible appointment of a Bio Safety Officer. In discussion with VP Research & Innovation Office. One outstanding Biosafety permit for a research lab, not currently a concern. Possibility of the Human Pathogens and Toxins Act license being transferred to the Research and Innovation Office is being explored.</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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<p>2. Science Lab Safety Committee Report Working to update the emergency contact forms in labs. i) Working towards safety training for student prior to their being granted access to labs. ii) Need for improved training re: when it is appropriate to press red buttons in labs. Lots of good work being done in the labs re: risk assessment. iii) Many of our iAuditor licenses are in our science departments. Will soon have analytics to better support this work.</p> <p>3. Variance Report As discussed under C.2. above.</p>		
<p>F. New Business</p>	<p>Mental Health Training Important to think about our mental health during these unprecedented times. Safe Work MB offers a variety of training opportunities and educational resources. The Mental Health First Aid course was experienced to be a great training resource – perhaps a bit clinical in nature. The OHC is a very good resource, offering a range of free courses including an upcoming one on <i>Psychological Safety, Remote Work and the Pandemic</i>. Need to think about what kind of resources we can provide to our employees. Linda Harrison, Employee Health and Wellness Specialist, is offering Mental Health Essentials Webinars in addition to coping with stress sessions. These opportunities were offered to the committee. Open sessions will also be offered. The OHC has lots of interesting sessions coming up. The more resources the better, to help address the unique challenge of balancing the stress of working more when we should be working less. The Coping with Stress (CWS) session looks to be more advantageous for this group – shorter time commitment and some members will have already taken the MHE Webinar. Crisis Emergency Contact Numbers found on our website can now be more easily accessed through the UW Safety App. Given the appetite for training opportunities, going forward, we can include these in the WSH Program report. Need to ensure members knowledge/ training is in line with the TOR.</p>	<p>Link: "Psychological Safety, Remote Work and the COVID-19 Pandemic – Let's Get Started!" Workshop Registration (google.com)</p> <p>Link: http://mflohc.mb.ca/covid-19/webinars/</p> <p>Action Item: M Yasumatsu to follow up with Linda Harrison re: CWS Session for committee members.</p> <p>Action Item: K Smith to share info re: relevant upcoming training opportunities https://www.safemanitoba.com/committee/ is a good resource for committee members to visit for information about their responsibilities and a complete list of e-courses can be found here: https://www.safemanitoba.com/Education/Pages/E-Learning-Courses.aspx while in-person workshops are suspended.</p>	
<p>G. Roundtable</p>	<ul style="list-style-type: none"> • D Brownridge acknowledged as safety hero for carrying out 17 of the 20 safety inspections. • Faculty have expressed concerns over the minimal amount of information available regarding possible return to campus in the fall, and the measures that will be in place to keep everyone safe. A little communication will go a long way. It is possible that they are having 	<p>Action Item: M Yasumatsu will share this concern with the Operations Recovery Team.</p>	<p>Complete</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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	<p>trouble locating info that may be currently available.</p> <ul style="list-style-type: none"> • Lots of uncertainty about if/when we will return to campus. When we do, protocol and measures will be informed by the public health orders, which we are awaiting. Don't have the answers just yet but will work towards some sort of communication on the topic. • Great support from Safety & Health with all that is going on. Have seen some efforts to best communicate things – lots of good work being done across campus – anyone welcome to reach out to K Macdonald with any concerns. • Proposed collaboration to better facilitate communication between UWSA Daycare, RCFE, and McFeetors, given the community activity and increased foot-traffic occurring in proximity to all three locations. The nearby bus stop is an ongoing safety concern. • C Wirth will share training opportunities for our membership to select what would be valuable for the work we do. Tina Matias-Bouchard likely to attend next meeting, on behalf of PSAC. • Wonderful to be getting training for this committee specifically, but would like to see the addition of anti-racism and unconscious bias training as well. • Thanks to W Carriere and the Administration for the quick response to the incident at the daycare. A guard was posted within two days of the request – this was most appreciated. Supports are being provided to the employee, including mental health supports. • UWSA is looking into a public washroom option for the area noted above, which is experiencing the community activity impacts. This is seen as one of the primary reasons people are seeking entrance to the three buildings. • J Golby-Borsa will see if she can obtain a video from a webinar entitled <i>Implementing a Workplace Pandemic Safety Plan</i> which included a section on how to promote psychological safety. If acquired she will send to the committee if interested. Also attended another webinar entitled <i>The Future of Events</i>, hosted by the Winnipeg Chamber of Commerce – has notes to share if anyone is interested. • There is a significant amount of multidisciplinary work underway across campus – provincial funding is allowing us to proceed with a revitalization of campus in a number of areas. The teleconference box at the rear of RCFE is one example of this – multi use – need ability to identify individuals – also serves a function for shipping and receiving. A facilities <i>Condition Assessment</i> is serving as a guiding tool to inform/ prioritize these upgrade projects. Everything has a March 31st deadline. • In reference to the public washroom item noted above – It would be great to also have (outdoor) seating for the community members 	<p>Action Item: Perhaps M Gregg, K Vargscarr, and J Trotman could coordinate on this, in collaboration with the Safety Office.</p> <p>Action Item: M. Yasumatsu will follow up on training opportunities with HRDO.</p> <p>Link: "Implementing Workplace COVID-19 Plans: Mind Your Gaps Please!" found at https://www.youtube.com/watch?v=w4BNDbb3QNA</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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	(Agave Table/ Wave Church) who share the area with us. Perhaps the Winnipeg Foundation could assist with such a project. This came up a few years ago as well re: collaborating with local community groups.		
H. Next Meeting	Thursday, June 17, 2021		
I. Adjournment	Moved to adjourn at 1:22 p.m.	Motion by: Karolya Vargscarr Seconded by: Michael Dudley	Approved

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.

(X) Print name of Employer Co-Chair Marni Yasumatsu () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____