

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 18, 2022 Date of next meeting: June 17, 2022 Number of employees at the workplace: 860	Employer Members Marni Yasumatsu Kyle Macdonald Erin Sywake Craig Wood	Occupation Associate Vice President – Human Resources, Co-Chair Executive Director, Infrastructure Director Financial Reporting Director of Building Services	Present X X X X	Absent
	Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Tairor Barry Hoel 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 Electronic Technologist – AV and Classroom Support, Centre for Academic Technology – AESES Faculty Member – UWFA (Biology) Faculty member – UWFA (THFM) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Psychology) 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 X
	Guests (list any) Kevin Smith Doug Brownridge Mark Sutherland Wade Carriere Jennifer Trotman Tabitha Wood Trina Wielkopolan Emma Hill Kepron	Manager, Safety and Health Occupational Safety and Health Officer Preparedness Technician, Safety Office Manager, Security, Emergency Preparedness and Insurance Director, Campus Living Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair Executive Assistant, HR – Minute Taking Associate Dean of the Library; Acting Head of Systems	X 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
A. Call to Order	Meeting called to order at 12:08 p.m. *Quorum met	Chair: Marni Yasumatsu	
B. Approval of Agenda	No new business items	Motion by: Christopher Brauer Seconded by: Doug Williams	Approved
C. Acceptance of Minutes		Motion by: Doug Williams Seconded by: Katherine Breward	Approved
D. Business Arising from the Minutes	<u>Action Items from December 14th Meeting:</u> Action Item: Circulate Variance Package for committee signatures and Submission of Variance to Government (New requirement; letter of support from unions in the workplace) Action Item: Follow up on training opportunities with HRDO. Will look at providing AR training to this group upon selection of an option (December 20 saw EEAC- Employment Equity Advisory Committee pilot an option)	Action Item: Safety and Health Manager drafted a letter to send to the unions- to be sent to AVP HR for review and approval (Kevin Smith) Action Item: Recognizing and dealing with micro-aggressions in the workplace- half a day session. Since positive feedback was received- committee who attended will expand the offer to their units and may be of interest to the WSH group- EA to take a poll and offer some dates to the committee members. Speaker series	Ongoing Ongoing

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

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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.

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	<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 Action item: Review progress of this initiative at next quarter.</p> <p>Action Item: Schedule additional First Aid Training sessions in Jan 2022 (last session held on December 17th was full)</p> <p>Action Item: Renew de-escalating potentially violent situations training in 2022 (Safety Office)</p> <p>Action Item: Renew Fire Warden training in the new year (Safety Office) Seeing a trend of external fires being set (e.g. community members setting personal items on fire).</p> <p>Action Item: Concerns regarding Decanal decisions-specifically which courses can professors teach online or in-person</p>	<p>offered by City of Winnipeg on racism sent to WSH Committee members for anyone who was interested in attending (Marni Yasumatsu)</p> <p>Action Items: Series of nominations for this meeting. Going forward, the idea is to nominate 3 staff each quarter and have monthly announcement in the bulletin. (Kevin Smith)</p> <p>Action Items: This has not been put in the bulletin as of yet. (Kevin Smith)</p> <p>Action Items: First Aid training is currently being done on campus-next training sessions being offered are on: June 17, Sept 16, Dec 17. Kevin to put up a MACHFORM on the safety website for staff to be able to sign up in advance, there is currently a wait list. (Kevin Smith)</p> <p>Action Items: No schedule as of yet-Safety office is waiting until staff are back working on campus. Will look into that after May 3rd (Kevin Smith)</p> <p>Action Items: Safety Office will start to offer once staff return to campus. There is interest from departments already to register. (Kevin Smith)</p> <p>Action Items: if people are raising concerns. They should be referred to their union representative and speak to UWFA and speak to them on a individual basis, some people may require formal medical accommodations (Marni Yasumatsu)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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"> • How do we measure the success in our safety and health program? Provide statistics and educate the committee by measuring how much training and testing at the University is being done such as first aid, respiratory training. Promote worker involvement. • As outline in the TOR document which committee has reviewed, the new committees are up and running. Safety Manager met with the Employer Co-Chairs 		

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	<p>and several are at this central committee table. This is a milestone for increased worker participation and improved communication about safety and health activity among a diverse group of work situations.</p> <ul style="list-style-type: none"> Another milestone includes the registration of the University of Winnipeg under the Certificate of Recognition (COR) program with the Construction Safety Association of Manitoba (CSAM). Alignment of our safety program with an industry-based safety program will ensure greater safety for workers on campus, through the provision of support through training and audit services. <p>2. Incident Report (Kevin S)</p> <ul style="list-style-type: none"> Incidents have been hybrid. Incidents with sharps have decreased, however there is an increase in snow. Once snow melts, safety and health forecast that security will be busy removing more sharps from campus. Will be able to provide a more accurate comparison in June. Two threat incidents that took place in the Rec Plex parking lot- suggestion to get a safe walk at night. The daycare had a 911 call. Incident outside of Duckworth. Campus is fairly secure. McFeetors Hall- Refrigerant release done by a contractor from Doerksen Mechanical. <p>3. Fire Report (Kevin S)</p> <ul style="list-style-type: none"> Smell of smoke in Annex. Riddell Hall- a smoke head was not covered. McFeetors hall had a problem with the heating system. Big Fire that happened on the Kirkwood block was not our facility- damages cracked a couple of windows on McFeetors, not much smoke, lots of ice. program will ensure greater safety for workers on campus, through the provision of support through training and audit services. No notice was sent out of the safe app. Green corridor being kept clean <p>4. Security Report (Wade C)</p> <ul style="list-style-type: none"> Action Items: concerns about sharpies all over the campus. secure bins are available throughout the campus however they are not being used, sharpies are being left behind. Worthwhile to explore what other places and businesses are doing. (Kevin S) <p>5. Building inspection report (Doug B)</p> <ul style="list-style-type: none"> there are several names under the inspector column that are not from the safety office. This is due to the sub-committees that are being formed and inspecting their own areas, this is great progress 6 out of 7 sub-committee inspections complete. 	<p>Action Items: Report is still not showing residents reports in the incident report (KS noted some fire issues are noted in the fire report- KS and JT to discuss following the meeting)</p> <p>Action Items: Working with the city on the demolition plan as well as the hoarding plan, communications will be available in April (Wade C)</p> <p>Action Items: Safety office to reach out to Street connections and identify potential spots to provide secure bins outdoors for sharps (Kevin Smith)</p> <p>Actions items: Injections taking place live on campus by ACTF. Tutorial request on what security and faculties roles would be when these events are taking place (Kevin Smith)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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	<ul style="list-style-type: none"> Trend with Menno Simons- issues with getting access as U of W does not own the building-inspection not completed this quarter Committee participation rate-first time gone a full year with participation rate of over 50% participation-the highest has been 78% (Q) the staircase in the building adjacent to the bus terminal have smells from the exhaust- does the city have a responsibility to provide a barrier wall to prevent the fumes from going in to the building. Is the concentration of fumes inside the building vs the accumulation (A) the building design has the air relief going towards the bus terminal, any intake is going to the 4th floor on parkade level. There are less stops at that terminal, so you will notice less fumes over time. <p>(Q): is it possible for committee members to receive a copy of the inspection report that they participated in (A): Safety Office to provide those committee members with a copy (Doug B)</p> <p>6. Safety Heroes Report (Doug B):</p> <ul style="list-style-type: none"> Patrick Coutu, Jasmin Winter, Audree Espada were nominated for going above and beyond in their efforts to support the safety culture at UW. 	<p>Action Items: Establish Safety Rules re: jurisdiction over spaces-who can inspect a service area. Signs to be placed as there are hazardous materials in those spaces. Work with safety office to identify where those signs can be placed, and to provide better training for staff when inspecting areas (Safety Office)</p>	Ongoing
F. Subcommittee Reports	<ol style="list-style-type: none"> Biosafety Committee Report (Tabitha W) <ul style="list-style-type: none"> One meeting has taken place in the past term. <u>University Biosafety Policy and Procedure:</u> the committee reviewed and updated the policy and procedures document-hope to adopt it at next meeting. The committee has approved a new bio safety permit (research lab). Science Lab Safety Committee Report (Tabitha W) <ul style="list-style-type: none"> One meeting has taken place in the past term. New opportunities for training sessions such as WHMIS. The committee is looking to change and improve the way that things are conducted at the university. 		
G. Safety Heroes	As noted in reports under #6.		
H. New Business	<p>Spring Term</p> <ul style="list-style-type: none"> University is looking at returning back to campus. The majority of classes will be in person. Decision to maintain the mask and vaccine mandate for rest of winter term, intent to lift both mandates for spring Masks, rapid tests are available at the Safety Office. This has been put in the communications bulletin to U of W community 		

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	<ul style="list-style-type: none"> • The remote work pilot project will continue and staff can seek extensions by getting approval from their managers • (Q): self-isolation policy-self isolation is recommended and not required- if a symptomatic arrives and don't wear a mask, how to navigate around rights and policies. If student is unwell, what is expected of them in terms of excused absences. • (A): we need to make it possible and flexible for staff and students to stay home when ill. Staff and student have the ability to work from home when ill. • Housing Director (this has been a topic for residencies across the country-suggestion is for the policy contract to maintain an isolation time period of 5 days while symptomatic in residence) • (Q): in residence- if someone is in isolation, can they come and go or do they have to stay in their room? • (A): (Housing Director) the student must stay in their room, classes are remote, meals being delivered, and a nurse checks in on the student. • (Q): when campus re-opens if every door will be unlocked, or entry at certain points- worry about safety with individuals that are not students being on campus • (A): ORT have been discussing which doors will be opened and remained closed-communications on this will be coming out shortly. More hybrid mode- doors will be open with security at doors, and other doors will require card access. Public access is still under review. A new card access system is being deployed in the near future. • (Q): are pros allowed to ask request that students wear masks in class? Can this be for when faculty and staff are meeting in smaller meeting spaces • (A): we can consider it. You cannot enforce it, but we can consult on the ask. (AVP-HR) • (Q): Will there be another survey or communications bulletin going out regarding mask mandates or comfort level? • (A): there is no intent to send out another survey requesting input <p>Training Opportunities:</p> <ul style="list-style-type: none"> • Safe work Manitoba offers a variety of free courses available-these courses are online. A list will be put up on the safety office website, along with link to register, brief summary of courses offered. These courses are either full day or half day courses. <p>Safety Swap:</p> <ul style="list-style-type: none"> • Safe Work Manitoba send these reports quarterly to keep us informed and share information 	<p>Action Items: Marni will take that back to ORT for a solution (Marni Yasumatsu)</p>	Ongoing

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I. Next Meeting	June 17, 2022 September 16, 2022 December 16, 2022		
J. Adjournment	Moved to adjourn at 1:35 p.m.	Motion by: Trevor Day Seconded by: Jillian Golby-Borsa	Approved

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