

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	Employer Members	Occupation	Present	Absent
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Phone: Tel: 786-7811 Fax: Fax: 774-2935 Meeting date: June 17, 2022 Date of next meeting: September 16, 2022 Number of employees at the workplace: 860	Employer Members Marni Yasumatsu Kyle Macdonald Erin Sywake	Associate Vice President – Human Resources, Co-Chair Executive Director, Infrastructure Director Financial Reporting	X X X	
	Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Barry Hoel Paul Holloway Christopher Brauer Katherine Breward Doug Williams Tom Sidebottom 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 - Alternate) UWSA-Chief Operating Officer 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 X X
	Guests (list any) Kevin Smith Doug Brownridge Wade Carriere Jennifer Trotman Tabitha Wood Dean Melvie Trina Wielkopolan Bilal Qasem	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 Director, Recreation Facilities and Services EA, HR – Minute Taking Safety and Health Intern, Safety Office	X X X X 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 12:06 p.m. *Quorum met	Chair: Natasha Taiarol		
B. Approval of Agenda	Addition of two items: 1)Committee Education 2) WSH Meeting over the lunch hour	Motion by: Seconded by:	Approved	
1) Acceptance of Minutes	Call to accept minutes	Motion by: Marni Yasumatsu Seconded by: Doug Williams	Approved	
2) Business Arising from the Minutes	Action Items from March 18, 2022 Action Item: Safety and Health Manager drafted a letter to send to the unions- to be sent to AVP HR for review and approval 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 offered by City of Winnipeg on racism sent to WSH Committee members for anyone who was interested in attending	Action Item: AVP HR requested revisions to letter. Safety and Health Manager to make revisions and send to Co-Chairs for review and approval. Action Item: Doodle poll was sent out to WSH committee- June 24 th is the workshop from 9:00 a.m.-12:00 p.m.	Ongoing Complete	

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

Signature _____ Signature _____

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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 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.</p> <p>Action Item: Renew de-escalating potentially violent situations training in 2022 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</p> <p>Action Items: Working with the city on the demolition plan as well as the hoarding plan, communications will be available in April</p> <p>Action Items: concerns about sharps all over the campus. secure bins are available throughout the campus however they are not being used, sharps are being left behind. Worthwhile to explore what other places and businesses are doing. (Kevin S)</p> <p>Actions items: Injections taking place live on campus by ACTF. Request confirmation of what is the responsibilities of both departments (security and facilities) when people are found using in the Garden.</p> <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 (Mechanical rooms). Work with safety office to identify where those signs can be placed, and to provide better training for staff when inspecting areas</p> <p>Action Items: Marni will take that back to ORT for a solution re:</p> <ul style="list-style-type: none"> (Q): How instructors may address issues arising from symptomatic unmasked students attending class 	<p>Action Item: Addition of a nomination form added to the safety web page on the University- The form is completed but has not been posted to the website</p> <p>Action Items: An online form is ready to be uploaded on to the safety website that allow for staff to register for first aid training- this will be offered four times a year</p> <p>Action Items: Training will be offered when faculty and staff are on campus-these will also be offered four times a year and coordinated through the safety office</p> <p>Action Items: The concern was students and faculty walking on Portage Ave around the fence to access campus- but the building has been demolished- the sidewalk is now clear</p> <p>Action Items: Safety Office has not had a chance to reach out to Street Connections. A number of steel metal bins have been placed throughout the campus- no one uses them-there has not been a significant drop in sharps- they are still being left in garbage receptacles and flower beds</p> <p>Action Items: Corey Guest from the WFPS will be coming to the next WSH meeting to discuss needle culture and will provide a presentation to the committee on dealing with these matters. The presentation will be 30 minutes in length.</p> <p>Action Items: Rooms that fall under the jurisdiction of Department of Labour (Mechanical and some Electrical Rooms) are being controlled by key card access.</p> <p>Action Items: Mask mandate is still in play- if the mandate is lifted: Instructors under the collective agreement have the right to address safety issues-if there are students that are symptomatic; the instructors can ask those students to leave-try to have a conversation with that student first and request for the student to wear a mask- the safety office can provide masks- and if the student will not leave then the instructor can call security.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p>

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3) Reports	4) WSH Program Report (Kevin S)	No action items for discussion	Complete
	5) Incident Report (Kevin S)	No action items for discussion	Complete
	6) Fire Report - Verbal (Kevin S)	False alarm at Richardson building- contractors set off the alarm in error	Complete
	7) Security Report (Wade C)	Action Items: Regarding violent incidents- both off campus but both were campus constituents. Car break ins increased in the winter months- WPS did a sting and caught individuals- increase in bike thefts-WPS will be tracking the incidents. WPS will look at assisting the University with the thefts on campus. Additional mesh was installed at bike cage at Richardson to help alleviate bike thefts. Security office looking at Bike Lockers. More communications needed to remind the UW community to better secure bikes against thefts.	
	8) Building Inspection Report (Doug B)	More participation from sub committees as they are taking over their own inspections. Bilal Qasem who is on a term with the safety office will be going to every lab around campus and placing SDS binders and cages	Complete
	9) Safety Heroes – Verbal (Doug B)	This will be the last verbal quarterly report that the safety office will nominate individuals for Safety Heroes as they are close to having the forms available online- faculty and staff to can nominate individuals for next quarter.	
10) Subcommittee Reports	11) Biosafety Committee Report (Tabitha Wood) 12) Science Lab Safety Committee Report (Tabitha Wood)	No items for discussion from the subcommittee reports but it was noted* These minutes have not been approved by the Committees yet* The Workplace Health and Safety Sub Committee meeting took place on Wednesday June 15-participation from volunteers took place for the inspections & meeting minutes were completed and submitted to the Safety Office	Complete
13) Safety Heroes	The Three Safety Heroes for this quarter are: 1)Trevor Day 2)Ryan Kjernisted, Dave Harms, April Keenan (group effort) 3)Mike Szajkowski		
14) New Business	1) WSH Committee Meeting over lunch hour	Action Item: Request to move WSH meeting earlier so it does not fall over the lunch hour. September meeting will be moved to the morning, December meeting kept at lunch hour for a Winter Lunch following the meeting.	Complete
	2) Orientation Forms	Action Item: Co-Chair to reach out to HR Director Gina Schiak to review the Orientation forms	Complete

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Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ [UW Safety Website](#); ❹ Post on S&H Bulletin Board

