

**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  <b>Phone:</b> Tel: 786-7811  <b>Fax:</b> Fax: 774-2935  <b>Meeting date:</b> December 16, 2022  <b>Date of next meeting:</b> March 17, 2023  <b>Number of employees at the workplace:</b> 948	Marni Yasumatsu Kyle Macdonald Erin Sywake Craig Wood	Associate Vice President – Human Resources, Co-Chair(X) Executive Director, Infrastructure Director Financial Reporting Director of Building Services	X X X X	
	<b>Worker Members</b> Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Barry Hoel	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	X X X	X
	Paul Holloway Christopher Brauer Katherine Breward Doug Williams Ted Turner Binara Hewagamage Trevor Day Steven Shwaykosky Ted Klassen	Faculty Member – UWFA (Biology) Faculty member – UWFA (THFM) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Psychology - Alternate) UWSA (Representative) UWSA (Alternate) Lead HVAC Technician – IUOE Shift Engineer - IUOE (Alternate) PSAC	X X X X X X X X	X X
	<b>Guests (list any)</b> Kevin Smith Doug Brownridge Wade Carriere  Jennifer Trotman Tabitha Wood  Emma Hill Kepron Dean Melvie Trina Wielkopolan	Manager, Safety and Health Occupational Safety and Health Officer Director, Security and Risk Management  Director, Campus Living Acting Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair Associate Dean of the Library, Acting Head of Systems Director, Recreations Facilities and Services EA, HR – Minute Taking	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
<b>A. Call to Order</b>	Meeting called to order at 12:14 p.m. *Quorum met	Chair: Marni Yasumatsu	
<b>B. Approval of Agenda</b>		<b>Motion by:</b> Christopher Brauer <b>Seconded by:</b> Emma Hill Kepron	<b>Approved</b>
<b>C. Acceptance of Minutes</b>		<b>Motion by:</b> Christopher Brauer <b>Seconded by:</b> Emma Hill Kepron	<b>Approved</b>
<b>D. Business Arising from the Minutes</b>	<p><b>Action Item:</b> Renew de-escalating potentially violent situations training in 2022 Sending a call out looking to identify staff to become a trainer for these sessions. If you have any individuals interested in becoming a trainer, please reach out to Kevin Smith. He will set up a training course. This can be any faculty or staff member.</p> <p><b>Action Item:</b> Safety and Health Manager drafted a variance letter to send to the unions- to be sent to AVP HR for review and approval</p> <p><b>Action item:</b> Review the progress of the Safety Heroes initiative at next quarter.</p> <p>Not a lot of engagement with the safety heroes- nomination Machform on the safety office website. Doug B to put it in the</p>	<p>Online registration via Machform will be available for training in Jan, Feb, March (2023), <b>(Kevin Smith)</b></p> <p>Letter with co- Chair who is reviewing the variance letter and will send back to the AVP who will send the package to the Union. <b>(Marni Yasumatsu)</b></p>	Ongoing   Ongoing   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>communications bulletin in hopes that the nomination will be campus wide with the uptake. We are receiving about 1 nomination a month.</p> <p><b>Action Items:</b> Christopher Brauer asked for stop the bleed training (Kevin Smith)</p> <p><b>Action Items:</b> Follow up with Corey Guest and obtain resources on Needle Culture in the City of Winnipeg</p> <p>Was hoping to receive more information as to what the University can do to promote safety on campus and what we encounter in the downtown area. Will do research to find some more resources more suited to the Universities needs</p> <p>Confirm where there are Naloxone kits on Campus for WSH committee Kits are available. The nurse practitioner will give them out if you complete a questionnaire which can confirm your training to administer naloxone. Security officers on campus will be carrying naloxone kits on them in the near future</p>	<p><b>Action Items:</b> Kevin Smith has been in contact with Response ready and is working on dates to do the training on campus for Jan 2023</p> <p><b>Action Items:</b> Wade has arranged a presentation from Downtown Community Safety Partnership for March WSH meeting. Presentation to start at 10:00 a.m. (Wade Carriere)</p> <p><b>Action Items:</b> St. John's Ambulance offers training on Opioid Poisoning Response Therapy - It is a 1-hour lunch and learn session and once training is complete you will be provided with a Naloxone kit</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>
<p><b>E. Reports</b></p>	<p><b>1) WSH Program Report (Kevin S)</b></p> <p>The Safety office was hoping to be safe work certified however it is not the priority for the moment-will look at getting that done in 2023. The safety office has responded to 125 requests for various safety and test kits since August 2022. Examples include Rapid Tests, masks, replenishing first aid kits. Stop the bleed kits are in the AED boxes 31 AED distributed between 23 buildings. Drop-to-Shock AED is supported through the budget and sponsors. Working Mind and Mental Health training- 13 people in a First Aid course on December 16, 2022</p> <p><b>2) Incident Report (Kevin S)</b></p> <p>There were three serious incidents in the last quarter.</p> <p>1) Department Assistant lost the tip of their finger on the paper cutter. Safety Awareness training to be provided on how to properly use.</p> <p>2) Assault in Rec Facility in a public area. It was a new staff member.</p> <p>3) a student Cut themselves on glassware in the lab- required five stitches. This happened due to the change in temperature with glass when dealing with ASA synthesis.</p> <p><b>3) Fire Report - Verbal (Kevin S)</b></p> <p>Fire in Centennial Hall- was in the breezeway. Fire was set due to someone trying to keep themselves warm. CRC complex had a fire, it is not a part of campus property.</p> <p><b>4) Security Report (Wade C)</b></p> <p>Changes are being made following the serious incident that took place with an employee on campus. Changes to include: secure changing area for staff, Indoor parking for staff, and staff being accompanied by a supervisor when going to storage areas.</p> <p>The hours have changed to when campus can be accessed by staff. Campus doors are closed at 6. You must present</p>	<p><b>Action Items:</b> An update will be provided to the staff member with what new steps has been taken. (Marni Yasumatsu)</p> <p>Security Report was missed in the package- Trina added the report to the calendar invite and sent it out. Please refer to report. (Trina Wielkopolan)</p> <p>Safety and Awareness committee drafted TOR</p>	<p>Ongoing</p> <p>Complete</p> <p>Ongoing</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>your ID to gain entry. With RecPlex and Duckworth- there is now coverage with physical presence up at the doors- going further infrastructure planning. Some vulnerability points. A security presence on the 2nd floor of Duckworth and doing patrol.</p> <p>There was an increase of medical incidents for the last quarter. Looking at changing the structure of incident report to breakdown the medical incidents based on actual calls for personal assistance. Kevin will provide updates on sharps in his report.</p> <p style="text-align: center;"><b>5) Building Inspection Report (Doug B)</b></p> <p>Most was covered in the campus optics overview. Only missed 4 of the 27 inspections. Sub Committees were a little behind, but still managed to complete their inspections with iAuditor. We no longer add percentages on the inspection report. How many issues were found in each area. 50 issues this quarter found from inspections. Up from 44 last report. 1st draft of the new report being used. The new campus optics does not connect with Hippo. iAuditor templates have been imported into campus optics.</p> <p>*Safety Heroes now removed as an Agenda Item. Refer to Safety Website*</p>	<p>and it was created on request by the President. Opportunities for the two committees to work together- cross representation. (Wade Carriere)</p>	<p>Complete</p> <p>Complete</p>
<b>F) Subcommittee Reports</b>	<p><b>1) Biosafety Committee Report (Tabitha Wood)</b></p> <p>UWinnipeg internal biosafety permits: The committee evaluated three biosafety permit renewals. The permit application form has been revised and will seek approval at the next committee meeting. The process went very smoothly.</p> <p><b>2) Science Lab Safety Committee Report (Tabitha Wood)</b></p> <p>Committee did not meet last quarter. Membership- the process for appointing committee members is currently in process.</p>		
<b>G) New Business</b>	<p><b>Action Item:</b></p> <p>Smoking on Campus- Craig Wood Craig is looking for suggestions on how to enforce the University Smoking Policy.</p>	<p>The Committee suggested designated smoking areas possibly including concrete ashtrays. Facilities and safety will look into the feasibility of this and develop a strategy. Discipline could be used as a last resort.</p> <p>There is signage at the back of RCFE where to smoke.</p>	Ongoing
<b>H) Next Meeting</b>	March 17, 2023		
<b>I) Adjournment</b>	Moved to adjourn at 1:40 p.m.	<b>Motion by:</b> Christopher Brauer <b>Seconded by:</b> Craig Wood	<b>Approved</b>

**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 \_\_\_\_\_