

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION
COMMITTEE MINUTE FORM**

Name of Workplace	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
The University of Winnipeg	Laurel Repski	V.P. Human Resources	Present
515 Portage Avenue	Hugh Swan	Exc. Director of Fac. Mgt	Regrets
Winnipeg, MB R3B 2E9	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
Tel: 786-7811	Len Cann	Director, Physical Plant	Present
Fax: 774-2935			

	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Regrets
	Harald Weigeldt	Carpenter, Physical Plant	Present
Date: October 13, 2011	Deanna Pollock	Ins. & Capital Acct.	Present
Next Mtg: Tuesday, September 7, 2011	James Hanley	History Prof.	Present
# of Empl: Approx. 800	Kim Monson	Geog. Tech.	Present
	Ed DuVal	Shipping/Rec.	Present
	Gabrielle Prefontaine	Archivist & FIPPA Coord.	Regrets
	Gerry Narynski	Collegiate Prof.	Regrets
	Ted Turner	Students' Assoc.	Regrets
	Marilyn Walker	Records Assistant	Present
	..		

Resource persons: Karolya Vargscarr (back up for Ted Turner), Sangita Shah, Mary Anne Walls, Alex Rowntree, Marty Grainger, (from The University) and Jack Slessor were also present at the meeting.

A. APPROVAL OF MINUTES OF May 31, 2011

- Changed was required to add Marilyn Walker as a new member and present for the meeting..

Minutes Approved with suggested change: Laurel Repski/Kim Monson ...CARRIED

B. APPROVAL OF AGENDA

- No changes required.

Agenda approved: Ed DuVal/Kim Monson ...CARRIED

C. BUSINESS ARISING FROM THE MINUTES

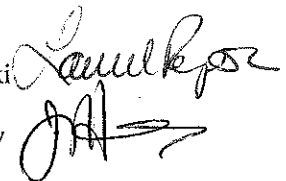
1. Smoking Policy –

- Have received a request from the Indigenous Affairs office to separate smudging from the smoking policy for clarity. . A request for more information was sent out.
- It was suggested that this issue could be resolved by adding a link to the smoking policy under the Aboriginal services web page, however the Indigenous Affairs office is requesting a separate policy.
- Gary will take pictures of other no smoking signage on Colony to show the committee.
- Item will be carried over to the next meeting.

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING

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2. Asbestos Management Program Update –

- A checklist has been created, but needs clarification regarding roles and responsibilities.
- Meeting was scheduled with those who will use this checklist. Requires a follow up meeting to approve the roles and responsibilities and where the asbestos management should reside.
- Checklist is to include the responsibility of updating the asbestos manual.

3. Small Appliance & Candle Policy – Update

- The group met to figure out areas of concern. Reminder was sent out at the end of August. Deanna will send out another reminder and book a follow up meeting. This item is in progress
- Deferred until next meeting.

4. Field Work Policy –

- Natalie Oree was addressing this before she left the University. Kim M and Susan W were working on this project but it changed directions during development. They need clear definitions of what field work policies cover versus field trips.
- Sangita S and Alex R will see what U of M and U of B have in place.
- Karolya V might have some information to add to this project.
- Alex to check Natalie's files to see if the draft can be located.
- Deferred until next meeting.

5. Workplace Violence – Update

- Marty G will be attending a session at Safe Work Manitoba on this topic.
- Committee was formed to work on the policy which consists of Marty, Kim, Laurel, Carolyn and Gabrielle Prefontaine.
- Marty will have an update for the next meeting.

6. Composting Bins – Update

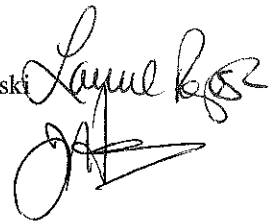
Issues have also been raised with the compost bins in the field.

- Have received a request from the Athletics Dept. to remove the compost bins in the soccer field due to complaints of rats and mice. Ted will follow-up with Len and Hugh.
- Composting is being planned for Buhler Centre and Richardson College; need to incorporate any lessons learned to-date.
- Deferred until the next meeting.

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7. Bulman Centre Air Quality

- Continue to see exhaust concerns based on the activity recorded on the Logs. Since the last meeting there were only 2-4 incidents. Issues were raised due to cigarette smoke and exhaust fumes being pulled in from the exterior.
- Times have been recorded so now have something to track.
- CO2 monitor requested at last meeting will be followed up with the new Controls employee- Doug Foster.
- A meeting will be held (including M. Walls, or the new Safety Specialist with Ted to determine whether air quality testing is required.
- A discussion was held about best method to do any required air quality tests and it was decided to continue utilizing external service providers.
- Len C stated special filters were installed with carbon sorbents combined with regular filters. Engineering must be called once an issue is noticed so it can be investigated and recorded.

D **CORRESPONDENCE**

- Letter from Workplace Safety and Health was reviewed regarding the minutes from the previous meeting not being submitted. Minutes must be sent in 7 days after the meeting.
- Workplace Safety and Health 2010 Review and the WCB insider was passed around to review.
- The Lung Association of Manitoba sent a letter indicating they can do screening for lung health issues for worker's exposed to fibrogenic dusts (asbestor and silica).

E. **REPORTS FROM SUBCOMMITTEES**

1. Radiation

- One more gas chromatograph device was located in 1A09.
- License was amended to reflect the additional device.
- University of Manitoba was providing testing for swipe tests.
- 3 labs were decommissioned on the main campus (Ashdown).
- Fume hoods were tested and validated.
- CNSC Inspection is scheduled for October 17, 2011.
- Forms were developed, sent to review and provide suggestions form the lab committee.
- A116 concern was raised for people moving into this area which was previously a lab. A meeting was requested and swipe test were provided for their review. The tests verified the area was clear of any residual.
- Radiation Safety Committee members met and discussed changes to the committee. Laser and X-ray personnel should be included in this committee for proper representation.

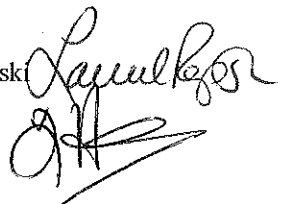
2. Fire – Report as follows:

- We have received a few false alarms as a result of contractor work being completed.
- Training on the fire safety plan at the Richardson college labs and fire extinguisher training has been completed.
- Dave Torz is attending the Level II Fire Inspector course.

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3. Laboratories

- Kim M suggested this would be better addressed by Sangita our Lab Specialist.
- No formal inspection has been done with the moving of the labs.
- Lab safety committee members were consulted before the Lab Equipment Review training was completed for the new labs.
- Fun Hoods, VLB, Laminaire Flow benches were tested and validated.
- Fume Hoods with deficiencies have been corrected.
- Fire Extinguisher Training for Lab personnel was completed.
- First Aid Training is scheduled for Lab personnel for early December.
- Safe Work Procedures for Lab Equipment was developed and sent for sign off.
- MSDS on the computers in the labs will be uploaded by the Safety department
- RCFE had a safety issue with the window being blocked out by paper. After talking with the Professor an arrangement was made to open up the top half of the window, leaving the bottom half blocked.

4. Workshops

- No Report.
- A proposed schedule will be made up for all inspections by Alex R- Safety Specialist.

5. General Inspection

- No Report.
- A proposed schedule will made up for all inspections by Alex R- Safety Specialist

6. Security

- No major incidents to report.
- Patrols of lockers and bikes are underway. When an unsecure locker or bike is located, a security lock and tag are placed on it and locked. The person must see security to have the lock opened and they are instructed to secure their locker or bike accordingly.
- First Aid training was completed for 21 guards.
- Fire Extinguisher and Alarm training was completed at the Richardson College labs.

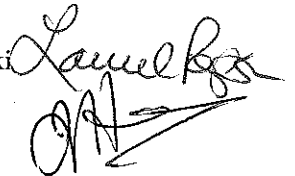
E. **SAFETY INCIDENT REPORTS SUMMARY**

- The Health and Safety Incidents were discussed by Alex.).
- There were a couple of minor incidents with regards to the escalators. One small injury in the labs due to broken glass.

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F. **SAFETY PROGRAM**

- Jack Slessor thanked the committee for allowing him to sit in our meeting.
- Jack talked about the expansion of the campus footprint and how it reflects on the committee. Can one committee meet the needs of the overall campus. Further discussion will take place with Jack on this topic.
- Inspection worker representation needs to be assessed. Is it reasonable and practicable? Are they being completed as per the time frames stipulated under the WS&H Act W210?
- Jack mention that Variances can be applied for and considered through Workplace Health and Safety to keep the committee at the size it is, providing it is working effectively.
- Training for committee on Safety Committee Basics was discussed. Alex will organize and set up with Jack.
- Questions to ask our committee- How do we meet the needs of the university? What are the clear expectations of the committee and what are their roles and responsibilities?

G. **OTHER BUSINESS**

1. Review of Radiation subcommittee members

- The Terms of Reference is under review by the committee.
- The Health and Safety Specialist should also possibly sit on this sub-committee as a guest.
- Sangita will verify with U of M what they do on their committee.
- CNSC audit report will be discussed at the next meeting.

2. Insurance Audits/Inspections

- The Safety Department was asked to take part in future visits with Insurance brokers/auditors to address Safety and Health concerns that might arise from the audit.

3. Mental Health Issue Training

- Laurel R presented a training program for the Safety committee on Mental Health issues. The session is currently a two day workshop. The instructors can develop it into a more specific workplace training package. It would cover areas of recognition, tools to identify mental health issues versus other issues. Possible dates to consider are December or May.

4. Anthro lab electrical plug issue.

- Len will talk to Vaughen - Electrician and provide an update on this issue.

H. **NEXT MEETING**

The next meeting will be held on December 8, 2011 at 10:30 AM.

Meeting adjourned.

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