



THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE

MINUTES

| Complete Name and Address of Workplace: | Employer Members | Occupation | Present | Regrets | |
|---|---|---|--|--|--|
| <p>The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935</p> <p>Workplace Safety & Health Meeting date: September 8, 2014</p> <p>Date of next meeting: December 8, 2014</p> <p>Number of employees at the workplace: 800</p> | <p>Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls</p> | <p>Co-chair, V.P. Human Resources, Audit & Sustain. Assoc. Controller, Financial Services Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)</p> | <p>X X X X X</p> | | |
| | <p>Worker Members Don Campbell Harald Weigeldt Deanna Pollock James Hanley Kim Monson Ed DuVal Kimberley Buffle Gerry Narynski Priyanka Kumar Peter Balagus Andree Forest Doug Foster Joan Grace</p> | <p>Faculty member - UWFA Carpenter - IUOE Manager, Ins. & Capital Acct. -- Excluded Emp. Co-Chair, Faculty Member - UWFA Technician - AESES Shipping/Rec. - AESES Faculty member - UWFA Faculty member - UWFA UWSA Technician - AESES UWSA (Alternate) Plumber - IUOE - (Alternate) Faculty Member - UWFA (Alternate)</p> | <p>X X X X X X X X X X X X</p> | <p>X X X X X X X X X</p> | <p>X X X X X X</p> |
| | <p>Guests/Resource Persons (list any)</p> | <p>Stuart Davies -- Interim Safety and Health Specialist Sangita Shah -- Lab Safety Officer Martin Grainger -- Director of Security Lydia Warkentin -- Student Life Paula Hossack -- University Secretary's Office (Minutes)</p> | <p>X X X X</p> | <p>X X</p> | <p>X X</p> |

| Agenda Item | Subject, Concern or Problem Discussion | Recommendation or Action To be Taken, by whom & when | Status |
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| Call to Order | The meeting was called to order at 12:00 p.m. | | |
| A. Approval of Agenda | The agenda was put forward as submitted. | On a motion by Kim Monson and seconded by Peter Balagus, Resolved that the agenda be approved as submitted. Carried. | |
| B. Acceptance of Minutes of June 9, 2014 | The Minutes from June 9, 2014 were presented. | On a motion by Mike Thul and seconded by Kim Monson, resolved that the minutes of June 9, 2014 be approved. Carried. | |
| C. Business Arising from the Minutes: | | | |
| 1. Field Work Policy | Mary Anne Walls indicated that this policy had previously been approved by the Committee in advance of wider consultation. Following consultation it is apparent that the Policy, if implemented as is, may have significant unintended adverse consequences to the Department of | Kim Monson agreed to work on another draft of a broader Field Work Policy. | |

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| | Theatre and Film which has hundreds of field trips each term. She further stated that the Policy would need to be further reviewed. It was suggested that the policy be made to be more general in order to accommodate all of the University's departments, with more detailed Procedures for each area. | | |
| 2. Violence Prevention Policy | Mary Anne Walls indicated that this policy was being reviewed by the Office of the University Secretary and General Counsel. | Waiting for the University Secretary and General Counsel. | |
| 3. Bulman Centre Air Quality Update | Len Cann reported that he had received a quote from a mechanical contractor with a possible solution for the Air Quality in the Bulman Centre. However, he remained unconvinced that it would be a good solution. | Len Cann is to consult with the University of Winnipeg Student's Association regarding the possible solution to the Air Quality in the Bulman Centre. | |
| 4. Eye Wash Stations | Sangita Shah reported that in the last meeting it was reported how the priority list was made. She further stated that Len Cann had approved funds for the installation of temper control valves on the emergency eyewash stations in the labs/rooms on the main campus and the Richardson building. \$10, 000 was approved for this installation. The entire amount has been spent for this installation. Sangita distributed the list of labs/rooms where the temper control valves have been installed. | | |
| 5. Working Alone Policy Revision | Mary Anne Walls indicated that this Policy was being reviewed by the Vice-President, Human Resources, Audit and Sustainability. | Waiting for the Office of the Vice-President, Human Resources, Audit and Sustainability. | |
| 6. WS&H Policy Revision | Mary Anne Walls indicated that this Policy is ready to go to the Office of the University Secretary and General Counsel. | Policy will go to the Office of the University Secretary and General Counsel for review. | |
| D. Reading Correspondence | There was no correspondence to come before the Committee. | | |
| E. New Business | There was no New Business to discuss. | | |
| F. Reports from Subcommittees: | | | |
| 1. Radiation Safety Committee | <p>Neutron survey meter was sent for the annual calibration. Internal permit was renewed for the radioisotopes lab where the radioisotopes and radiation devices are used stored.</p> <p>We are decommissioning one of our basic level labs, the radioisotopes from that lab were disposed of last September. The first set of samples from the lab freezer was sent to the University of Manitoba for analysis; results indicated levels above acceptable limit in one area of the freezer. The principal investigator was asked to clean again the area of the freezer for which the result was above the University of Winnipeg allowable limit 0.5 Bq/cm. Sangita will send the new sample for analysis and if the result is within allowable limits then the decommissioning documents will be forwarded to the CNSC for approval. The radiation warning signs will be removed after the approval of decommissioning documents by the CNSC.</p> <p>Draft copy of Radiation Safety Manual is ready for the review by the Safety and Health Specialist and Mary Anne.</p> | | |

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| | <p>The plan was to call the Radiation Safety Committee (RSC) meeting after the revised Radiation Safety manual is ready for RSC member review but Sangita mentioned that RSC meeting will be called at the end of this month or beginning of the next month to discuss Administration of Monetary Penalties Regulation, University of Winnipeg Radioisotopes, labs, Physics disposal substance inventory etc.</p> | | |
| <p>2. Laboratory Safety Committee</p> | <p>Sangita reported that we were found not to be compliant for the storage of flammables that require refrigeration. The issue was identified in the internal inspection first and then by the CURIE. Mike Emslie, VP Operations and Finance has approved the budget for buying five units of flammable proof refrigerators for RCFE Chemistry and Biology departments.</p> <p>She also reported that she has continued consulting the department chairs concerning the presence of department designates on the Lab Safety Committee for consultation on lab safety procedures and protocols and implementation within the department.</p> <p>She also reported that she has already posted some lab safety procedures/protocols (which were reviewed by the Biology Lab Safety Committee members) on the department of Biology shared drive for implementation. The same will be done for the Collegiate and department of Geography and CFIR.</p> | | |
| <p>G. Safety Incident Report Summary:</p> | | | |
| <p>June 1 – August 31, 2014</p> | <p>Stuart Davies reported a summary of incidents reported to the Safety Office from June 1 to August 31, 2014. He indicated that one item that was not on the report was the flooding that had affected the University after heavy rain in August.</p> <p>Sangita stated that for the next meeting the summary report will be added with the agenda so the committee members can review the report prior to the meeting.</p> | <p>Summary of flooding report to come forward at the next meeting.</p> | |
| <p>Chemical Spill Incident Investigation</p> | <p>Stuart Davies reported that a chemical spill had occurred in June at the Richardson building. He indicated that he and James Hanley are involved in an on-going investigation of the incident. He stated that they had gone through a lot of documentation, were conducting interviews, to determine what happened and what could be improved. Subsequently a report will identify the deficiencies and recommendations for improvement.</p> <p>Ed DuVal asked questions and decided to meet with Stuart later for clarification (this was subsequently done and Ed was satisfied).</p> <p>Sangita Shah stated that the Spill Clean-Up Procedure has been ready since the year 2012; lab safety committee members have reviewed, and approved it. It did not secure unanimous approval from relevant department chairs.</p> | <p>. A report concerning the chemical spill in Chemistry will be provided by Stuart and James.</p> | |

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| | <p>Mike Thul suggested that where possible new items should be implemented as procedures rather than Policy so that it would not need to go through all of the channels a Policy needs to go through, and as such, speed up the process.</p> <p>Mike Thul also recommended that the Investigation report contain recommendations as to roles and responsibilities for all parties involved in the clean-up and response.</p> | | |
| H. Fire Safety Report | <p>Len Cann reported that Ethelinda Padua was planning on making a few changes for clarification to the Fire Safety Plan, but didn't have a chance to do so before her departure. The plan is in effect and can be used as is. Len reported that training has started.</p> <p>Sangita stated that she maintains all communication received by Marty and Len on the shared drive.</p> | This item will come forward at the next meeting of the Committee | |
| I. Security Report | <p>Marlin Grainger gave a brief report on the Security Calls for Service. He indicated that Serious Instances were down by 2% and the information reports were up by 17%.</p> | | |
| J. Health and Safety Program | | | |
| WHMIS Training on Nexus | <p>Sangita reported that to date 600 University employees and students have completed WHMIS online training.</p> <p>Sangita reported that she has added few slides on the GHS (Globally Harmonized System) in the training to make University of Winnipeg employees and students aware of the GHS. Currently chemicals ordered from U.S. come with the GHS labeling and Safety Data Sheets.</p> | | |
| Human Pathogen and Toxin Regulation – Public Health Agency of Canada Webinar and Consultation Sessions | <p>Sangita reported that Public health Agency of Canada has started consultations and webinar to provide the overview of the upcoming Human Pathogens and Toxin Regulations. She mentioned that she has made arrangements to attend the upcoming webinar with applicable researchers and staff.</p> <p>Laurel Repski advised Sangita to include herself or Mary Anne and Lab Safety Committee members so they will be aware of the regulations and assist in the development of the lab safety procedures.</p> | | |
| K. Inspection Reports | <p>Sangita reported that she is not able to forward the inspection reports to the researchers as the Lab Inspection Checklist contains items on lab safety procedures like working alone, fire evacuation plan, chemical spill cleanup etc. Some researchers have requested to forward lab safety procedures and guidelines along with the inspection reports so they can make plans (for e.g. working alone) for their lab(s) and follow the guidelines (for e.g. Chemical storage).</p> <p>She also reported the draft copies of the Lab Safety Procedures have been ready since the year 2012 and Lab Safety Committee members have approved them and then forwarded to the department chair but the procedures were not unanimously accepted. Sangita also reported that most faculty members do not attend sessions on, for example, chemical spills. Most have also not come forward for respirator fit testing.</p> | | |

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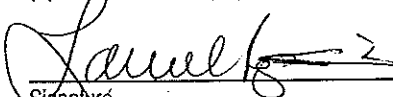
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| | She will forward the reports after the instructions from the new Safety and Health Specialist. | | |
| L. Review of Regulatory Agency Inspection Reports: | No Inspection Reports were to be reviewed. | | |
| M. Other Business | There was no further business to come before the Committee. | | |
| N. Next Meeting | The next meeting of the Committee has been scheduled for December 8, 2014 at 12:00 – 1:30 p.m. Location to be determined. | Sangita/Health and Safety Specialist | |
| O. Adjournment | On a motion by Deanna Pollock | The meeting was adjourned at 1:20 p.m. | |

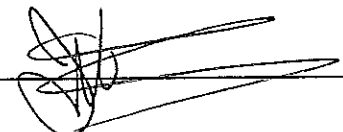
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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 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.

LAUREL REPSKI
(X) Print name of Employer Co-Chair

JAMES HANLEY
() Print Name of Worker Co-Chair


Signature


Signature

Within 7 days, copy to: ① Committee members, ② Committee files, ③ Workplace Safety and Health, ④ Post on S&H Bulletin Board

