

**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	Present
Winnipeg, MB R3B 2E9	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
Tel: 786-7811	Len Cann	Asst. Director, Eng. and Maintenance	Present
Fax: 774-2935			

	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Absent
	Harald Weigeldt	Phys Plant	Regrets
Date: Wednesday, June 9, 2010	Deanna Pollock	Ins. & Capital Acct.	Present
Next Mtg: Wed., Sept. 29, 2010	James Hanley	History Prof.	Present
# of Empl: Approx. 800	Kim Monson	Geog. Tech.	Present
	Ed DuVal	Shipping/Rec.	Present
	Doug Williams	Psych. Prof.	Present
	Gerry Narynski	Collegiate Prof.	Regrets
	Susan Wiste	Biol. Tech.	Present
	Ted Turner	Students' Assoc.	Present
	Cass Elliot	Students' Assoc.	Regrets

Resource persons Shelley Mangiacotti, and Martin Grainger from The University were also present at the meeting.

A. APPROVAL OF MINUTES OF March 10, 2010

The Minutes of March 10, 2010 were approved as distributed.

Minutes Approved: Kim Monson/Ed DuVal ...CARRIED

AGENDA

Agenda accepted as submitted: Ed DuVal/James Hanley ...CARRIED

B. BUSINESS ARISING FROM THE MINUTES

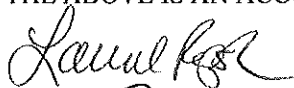

1. Committee membership and terms review –

- The committee membership list and their terms on this committee were reviewed. Sub-committees were also reviewed.
- UWFA reviews their membership every couple of years and ask for volunteers from the membership to sit on this committee. Doug Williams will look into how committee members are selected.
- CMP membership is determined through election.
- AESES membership is determined through volunteer and appointment.
- There is no maximum length of term under union constitutions.

2. Water Fountains Project Update – Len Cann reported that there are no new bottle filling stations added since the last meeting. Will look at suggestions for recommended spots to locate any additional bottle filling stations on a per request basis however there have not been any requests since last meeting.

The suggestion was made to remove this item from future agendas.

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

 (X) Management Co-Chair – Laurel Repski
 () Employee Co-Chair – Susan Wiste

3. Smoking Policy – The sub-committee for this policy has had a meeting; a report will follow shortly. Highlights of the report:

- Going to clearly sign the designated smoking areas.
- Will work on communication; possibly communicate through professors to remind students at every session that this is a non-smoking campus.
- This report will be circulated to committee members.

It was noted that donated shelters from the Downtown Biz were available. They could be placed in designated smoking locations with ashtrays. The committee was in favour of this in concept, however would need to see the shelters prior to approving and possibly senior management would need to approve also.

The agenda item for next meeting should be The Implementation of Recommendations.

4. Asbestos Management Program Update –

The report from the Safety Officer was reviewed as follows:

- Some repair and removal work has been done in the pipe chase of Manitoba Hall and some removal in a mechanical room in Lockhart Hall basement.
- Tender closed on June 8 for all the survey repair work required. Successful bidder is Power Vac.
- 3 pre-renovation surveys have been done for window replacements for Bryce, Ashdown and Manitoba Halls.
- Surveys of the remaining main campus building will be done this summer, by DST Consulting.

The committee suggested it would be helpful if DST Consulting could prepare a checklist for different positions (management, engineers, etc.) of what to do in the event of working in and around asbestos. The Safety Officer will be asked to look into this.

5. Due to numbering issue, this number skipped on the agenda.

6. Small Appliance & Candle Policy – Status Update

There is no update on the development on this policy. Deanna would like specifics as to which groups would be affected by this policy. (Food Services, Catering, Events, Theatre & Film, Fire Marshall).

It was suggested that the policy should be enhanced to include the proper use of extension cords; extension cords need to be code approved. Len will do a code review and pass this to Deanna. It was also suggested that a component of the policy include small appliances not purchased by the University (employees who bring in their own small appliances).

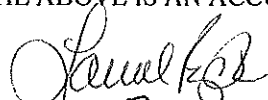

7. Field Work Policy –

It was noted that there is also a faculty committee working on a Field Work policy – Judith Huebner is leading this committee. The Health and Safety committee members working on this policy should work with the faculty committee to ensure the aspects of health & safety are met.

8. Workplace Violence – Update

The sub-committee will create questions as part of their consultations. Have to determine if these should be done electronically or by one-to-one consultations. The sub-committee will meet June 29, 2010.

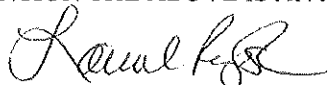

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C. REPORTS FROM SUBCOMMITTEES

1. Radiation
Safety Officer is looking for an external resource who could be our RSO for a short time. Cancer Care Manitoba is looking into it for us. But they do not offer this as a service. As well, Pinchin was looking if they have someone who can help with this.
2. Health
No report.
3. Fire – Report as follows:
 - 7 false alarms – all pull stations
 - 1 real alarm (controllable) – Sparling Hall
 - Fire extinguisher training conducted for Physical Plant employees.
4. Laboratories – Kim and Dara did inspections in Education and in the Anx. No issues to report.
5. Workshops –
Glen and Harald repaired the door at the north end of Riddell and it is again damaged from being propped open with a door wedge on the frame. The mullion has been removed and not reinstalled. Harald suggested that door wedges be eliminated from campus due to the damage they cause when used improperly.
6. General Inspection – Laurel reviewed the T21 inspection report:
 - Roof leaks in the shop.
 - Many lights out in the whole building; see Allison Loat for the list.
 - Ramp has heaved cement and sunken blocks at the entrance to the ramp.
 - Paint peeling in several spots in building.
 - Missing ceiling tile in hall near 4T06.
 - Fire extinguisher needs to be checked outside 3T07.
 - 3T07 has printer on the floor. Equipment needs to be up off the floor.
 - Storage in 2T10 – should not be used for storage; this is an electrical room.
 - 2T00E & F lights burnt out.
 - Damaged ladder in sound booth. Was marked “do not use” but should be destroyed. Ladder was stored in front of the door to the emergency light panel door in 2T12; emergency light was unplugged.
 - 2T12 – venting of flammable cabinet needs to be done; emergency lights need to be inspected. Need to ascertain what kind of training is done for people who use 2T21 equipment such as the band saws.
 - 2 pot lights out in 1T20; damage to the wall by the door.
 - 1T24 – some pot lights out.
 - 0T01A – fire extinguisher on the floor and all 3 fire extinguishers are expired.
 - Stair caps are breaking on the stairways.
7. Security – Marty reviewed the incident at Wii Chiiwaakanak that Security Services responded to:
 - There is now a guard posted full-time while the centre is open.
 - Cameras have been added.
 - Staff would like the bike rack moved inside the building, but this is not feasible.
 - There is a possibility of adding a locked cage outside for bikes, but the cost will have to be assessed.

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D. SAFETY INCIDENT REPORTS SUMMARY

The report was reviewed as distributed.

E. SAFETY PROGRAM – Laurel reviewed the report from the Safety Officer:

- Hearing test was done on April 28th.
- Two training courses have been conducted (April and May) for Physical Plant, Engineering and Security for Ladder Safety and Fire Extinguisher training.

F. OTHER BUSINESS

1. Recruitment of Lab Safety Officer and Health & Safety Officer –

- Laurel reviewed the position that is posted June 11 to 21st.

G. NEXT MEETING

The next meeting will be held on September 29, 2010.

H. Laurel Repski/Hugh Swan moved to adjourn the meeting.

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