

COMMITTEE MINUTE FORM

See instructions



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

Other Business:

Complete Name and Address of Workplace		Employer Members	Occupation	Present	Absent
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9		Roberta Marsh * Kyle MacDonaid Julia Peemcoeler Mike Thul	Co-chair, Chief Human Resources Officer Executive Director, Infrastructure Comptroller, Financial Reporting Director, Physical Plant	X X X X	
Phone: Teli: 786-7811		Worker Members (list all) Deanna Pollock	Manager, Ins. & Capital Acct. – Excluded Emp.		X
Fax: Fax: 774-2935		Jillian Golby-Borsa Natasha Talaro	Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager - AESES	X X	
Meeting Date: April 15, 2019		Peter Balagus Paul Holloway Derek Spenser	Technician - AESES Faculty member – UWFA Faculty Member- UWFA	X X X	
Date of next meeting: June 5, 2019		Katherine Breward Kelly Gorkoff Tiffani Sawatzky	Faculty member – UWFA (Alternate) UWSA (Alternate) UWSA		X X X X X
Number of employees at the workplace: 850		Korolya Vargscarr Morgan Brimmoose Brian Schlage Trevor Day	UWSA Plumber – IUOE HVAC Technician – IUOE (Alternate)	X X	
		Guests (list any)			
		Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Ginette Helgason Kimberly Buffie	Safety and Health Specialist Lab Safety Officer Occupational Safety and Health Officer Director, Emergency Prep and Security Director, Campus Living Executive Assistant – HR (Minutes) Laboratory Safety Sub-committee Chair	X X X X X X X	

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Status
Call to Order Introduction	Meeting Called to Order, 12:39pm Introductions for new members * Roberta Marsh	Round table introductions- ALL	
A. Approval of Agenda		Moved by M. Thul, Seconded by P. Holloway	
B. Acceptance of Minutes	No concerns with minutes	Moved to accept by M. Thul, Seconded by P. Holloway	
C. Business Arising from the minutes:	1. Laboratory Safety Committee – Terms of Reference (K. Buffie) <ul style="list-style-type: none"> Revised TOR to be provided by K. Buffie. K. Buffie completing her term and stepping down as chair of BioSafety Committee. TOR postponed to June 2019 agenda. 2. Violence Prevention Policy <ul style="list-style-type: none"> Adopted and approved by Board of Regents; has been enacted at the University of Winnipeg. For further review and discussion at next meeting. 	Updated TOR (K. Buffie)	

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 _____ Roberta Marsh (X) Print Name of Worker Co-Chair _____ Natasha Talaro **

Signature  _____ Signature  _____

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*** checks approved as draft version; minutes to be reviewed & approved at June 10/2019 meeting*

Within 7 days copy to: **Committee members**, **Committee files**, **Workplace Safety and Health**, **Post on S&H Bulletin Board**, **7/1 May 2019**

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
D. Reading Correspondence	1. Information from SafeWork MB <ul style="list-style-type: none"> • NAOSH Week aka. Wellness Week at the UW is coming up in mid-May, Pam Stanton, Wellness Specialist is organizing activities on campus. 		
E. New Business			
F. Reports from Subcommittees	1. Laboratory Safety Committee (K. Buffie) <ul style="list-style-type: none"> • Small Isopropyl splash occurred but was a diluted amount; no further concerns. 2. Radiation Safety Committee (S. Shah) <ul style="list-style-type: none"> • No concerns. 		
G. Safety Incident Report Summary	December 2018 – March 2019 <ol style="list-style-type: none"> 1. Central Safety and Health <ul style="list-style-type: none"> • No concerns 2. Found Needles/Syringes Report <ul style="list-style-type: none"> ○ Ongoing reminder to report found needles to security. 3. Violence Summary Report <ul style="list-style-type: none"> • No concerns 		
H. Fire Safety Report	December 2018 – March 2019 <ul style="list-style-type: none"> • Ongoing incidents of fire extinguisher tampering & thefts at Anx & RecPlex; false alarm pulls appear to be same young offenders; anti-tampering pulls are being sourced. • K. Smith working with W. Carriere, Disaster Recovery re: Fire Warden training to increase visibility and training/public education. 	Heat map (M. Grainger)	
I. Security Report	December 2018 – March 2019 <ul style="list-style-type: none"> • Heat map query by R. Marsh; M. Grainger will arrange. • Ongoing issues at RCFE with increased foot traffic due to Agape Table moving across street including fights, loitering on grassy boulevard & other disturbances. • RCFE back doors now locked and staff advised to continue reporting as security patrols are modified in accordance to the incident reports • Lengthy discussion re: greeting policy, staff acknowledgement of strangers in areas; no official policy but staff are encouraged to acknowledge and offer to assist unfamiliar individuals. 		
J. Safety and Health Program	Presentation by K. Smith on accident causation & internal management system.		
K. Inspection Reports	Laboratories (S. Shah) <ul style="list-style-type: none"> • Thanks to all who participated in inspections from S. Shah; • Recent report of mould in lab due to leak in ceiling- all tests came back clear; P. Balagus thanked group for quick turnaround time on the testing and inspection. General Areas/Administrative Offices/Services (D.		

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Signature  Signature  *see page 1 comments, NT*

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Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
	Brownridge <ul style="list-style-type: none"> o Inspections focused on location and knowledge of first aid kits; 160 kits on campus. o Departments are averaging 93% compliance. 		
L. Review of Regulatory Agency Inspection Reports			
M. Other Business			
N. Next Meeting	Wednesday, June 5 th , 2019 Location: 3M59		
O. Adjournment	1:54 pm	Moved by J. Golby Borsa	

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(See page 1
Comments NT