

**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:

<b>Complete Name and Address of Workplace</b>			<b>Employer Members</b>	<b>Occupation</b>	<b>Present</b>	<b>Absent</b>
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9			Roberta Marsh Kyle MacDonald Julia Peemoeller Mike Thul	Co-chair, Chief Human Resources Officer Executive Director, Infrastructure Comptroller, Financial Reporting Director, Physical Plant	X X X X	
<b>Phone:</b>	Tel: 786-7811		<b>Worker Members (list all)</b>	Manager, Ins. & Capital Acct. - Excluded Ernp.	X	
<b>Fax:</b>	Fax: 774-2935		Jillian Golby-Borsa Natasha Talarol	Administrative Manager - IUS - AESES Co-Chair, Biology Laboratory Manager - AESES	X X	
<b>Meeting Date:</b>	June 5, 2019		Peter Balagus Paul Holloway Derek Spenser	Technician - AESES Faculty member - UWFA Faculty Member - UWFA	X X X	
<b>Date of next meeting:</b>	September 25, 2019 (TBC)		Katherine Breward Kelly Gorkoff	Faculty member - UWFA (Alternate) Faculty Member - UWFA	X	X
<b>Number of employees at the workplace:</b>	850		Binara Hewegamage Korolya Vargscarr Steven Shwaykosky Trevor Day	UWSA (Alternate) UWSA Engineer, Physical Plant (Alternate) HVAC Technician - IUOE	X X	X X X
			<b>Guests (list any)</b>	Safety and Health Specialist Lab Safety Officer	X X	
			Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Ginette Helgason Jens Franck Esther Segun	Occupational Safety and Health Officer Director Emergency Prep and Security Director, Campus Living Executive Assistant - HR (Minutes) Laboratory Safety Sub-Committee Chair Occupational Health & Safety intern- RRC	X 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
Call to Order Introduction	Meeting Called to Order, 12:36pm		
A. Approval of Agenda	Agenda changes to include J. Franck attending rather than T. Wood	Moved by K. Breward, Seconded by P. Balagus	
B. Acceptance of Minutes	Changes to minutes to include title change to Science Lab Safety Committee; Bio Safety Committee used in error.	Moved to accept by J. Golby Borsa, Seconded by J. Franck	
C. Business Arising from the minutes:	1. Heat Mapping- Presentation w/ M. Emslie, VP Finance & Administration <ul style="list-style-type: none"> <li>Feedback from group included colour coding increases &amp; decreases in incidents; further breakout in categories of "other"; clarification via legend to determine symbol meaning/intent; night/day breakout</li> </ul> 2. Laboratory Safety Committee - Terms of Reference J. Franck <ul style="list-style-type: none"> <li>Revised TOR to be provided by K. Buffie to incoming LSSCC J. Franck.</li> <li>TOR postponed to September 2019 agenda.</li> </ul>	Copy of report summary to be included with minutes distribution to committee members  Updated TOR (J. Franck)	

**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 Talarol \_\_\_\_\_

Signature  \_\_\_\_\_ Signature  \_\_\_\_\_

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D. Reading Correspondence	1. Information from SafeWork MB (D. Brownridge) <ul style="list-style-type: none"> <li>Invitation to co-chairs for conference; further info to be forwarded to the committee</li> </ul>	Action By (who & when) Forward conference info- G. Heigason	
E. New Business	1.		
F. Reports from Subcommittees	1. Laboratory Safety Committee (J. Franck) <ul style="list-style-type: none"> <li>No concerns</li> </ul> 2. Radiation Safety Committee (S. Shah) <ul style="list-style-type: none"> <li>No concerns.</li> <li>Records retention and destruction reviewed &amp; process for same outlined (J. Franck)</li> </ul>		
G. Safety Incident Report Summary	December 2018 – March 2019 1. Central Safety and Health <ul style="list-style-type: none"> <li>No concerns</li> </ul> 2. Found Needles/Syringes Report <ul style="list-style-type: none"> <li>Ongoing reminder to report found needles to security.</li> </ul> 3. Violence Summary Report <ul style="list-style-type: none"> <li>No concerns</li> </ul>		
H. Fire Safety Report	March 2019 – June 2019 <ul style="list-style-type: none"> <li>Challenges with reporting due to thefts, false alarms, etc.</li> <li>Most viable threat to work spaces as this affects everyone.</li> </ul>		
I. Security Report	March 2019 – June 2019 <ul style="list-style-type: none"> <li>Discussion and review of Report categories.</li> </ul>		
J. Safety and Health Program	1. Review of incident report ease of use, compliance among UW staff, & concerns with multiple reporting sources for stats collection. <ul style="list-style-type: none"> <li>E. Segun, Occ Health &amp; Safety Intern working with UW Safety Dept. has presented draft of revised incident report form; feedback shared and further edits to be completed for future review.</li> </ul> 2. WCB discussion- Who is covered? Who is not? <ul style="list-style-type: none"> <li>Trades are covered</li> <li>Temporary coverage with staff filling in other duties not usually within the scope of their existing job</li> <li>Further training/evaluation in compliance from supervisors to be explored</li> </ul>		
K. Inspection Reports	Laboratories (S. Shah) <ul style="list-style-type: none"> <li>Thanks to all who participated in inspections from S. Shah; compliance is at 95% for teaching labs; research labs remain between 70 – 90%</li> </ul> General Areas/Administrative Offices/Services (D. Brownridge) <ul style="list-style-type: none"> <li>Departments are averaging 94% compliance.</li> <li>There is a 27% participation rate</li> <li>Action item list is down by 20% with assistance from Physical Plant</li> </ul>		
L. Review of Regulatory Agency Inspection Reports			

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( ) Print name of Employer Co-Chair Roberta Marsh ( X ) Print Name of Worker Co-Chair Natasha Taiarol

Signature  Signature \_\_\_\_\_

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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
M. Other Business	Meeting format (R. Marsh) • Goal to create more relaxed atmosphere to encourage communication and information sharing	All in agreement	
N. Next Meeting	Wednesday, September 25 <sup>th</sup> , 2019 Location: 2M70		
O. Adjournment	2:12pm	Moved by J. Golby Borsa	

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( ) Print name of Employer Co-Chair — Roberta Marsh — ( X ) Print Name of Worker Co-Chair — Natasha Taiarol

Signature *R. Marsh* Signature *Natasha Taiarol*

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