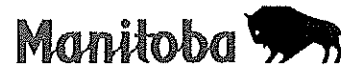


**WSH COMMITTEE MINUTE FORM**  
See Instructions



**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  Phone: Tel: 786-7811  Fax: Fax: 774-2935  Meeting Date: September 25, 2019  Date of next meeting: December 11, 2019  Number of employees at the workplace: 850	Roberta Marsh Kyle MacDonald Julia Peemöler Mike Thul	Co-chair, Chief Human Resources Officer Executive Director, Infrastructure Comptroller, Financial Reporting Director, Physical Plant	X X X	X
	Worker Members (list all) Deanna Pollock	Manager, Ins. & Capital Acct. - Excluded Emp. Administrative Manager - IUS - AESES Co-Chair, Biology Laboratory Manager - AESES	X X	X
	Peter Balagus Paul Holloway Derek Spenser Katherine Breward Kelly Gorkoff Binara Hewagamage Korolya Vargascarr Steven Shwaykosky Trevor Day	Technician - AESES Faculty member - UWFA Faculty Member - UWFA Faculty member - UWFA Faculty Member - UWFA UWSA (Alternate) UWSA Engineer, Physical Plant (Alternate) HVAC Technician - IUOE	X X X X X X X	X X X X X X
	Guests (list any) Kevin Smith Sangita Shah Doug Brownridge Martin Grainger Jennifer Trotman Ginette Helgason Jens Franck Clyde Moore	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 Manager, Security Services	X X 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		Moved by M. Thul, Seconded by P. Balagus	
B. Acceptance of Minutes	Minutes accepted.	Moved to accept by M. Thul, Seconded by P. Balagus	
C. Business Arising from the minutes:	None		
D. Reading Correspondence	No new correspondence.		
E. New Business	Updates from W. Carriere - Emergency Preparedness training for executive group occurred in late August; next phase for smaller events/scenarios throughout year & larger event again next summer; - Intro to C-CERT- used widely throughout the USA as a program to support and enhance existing Emergency Management capabilities and response, while creating opportunities to increase awareness, preparedness and resilience for the on-campus community; more info to follow in the coming month. - Smaller panels to assist in establishing building specific emergency plans; further info to come	Additional training sessions throughout year & again next summer  Review C-Cert program as an option to support EM (to update)	

**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] Signature [Signature]

**COMMITTEE MINUTE FORM**

**PAGE 1 OF 2**

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action to Be Taken Action By (who & when)	Status
F. Reports from Subcommittees; Safety; Security; Inspection	All reports submitted, distributed and reviewed prior to meeting; all committee members are encouraged to attend an inspection; S. Shah & D. Brownridge extended thanks to all inspection participants. Auditor licenses purchased to create enhanced analytics, reports & increase transparency.	Inspection reports to add quarter to header title	
G. BioSafety Policy Update	Committee feedback invited; responses to be directed to K. Smith; further review pending feedback.	Remind members of request for feedback. - T. Wood Forward Biosafety policy to WPSH committee for review.	
H. Fire Warden Training	Ongoing with current sessions this week and early October 2019. (most of training done).	Ongoing per schedule with W. Carriere- see Communications Bulletin	
I. WAVE Church/Agape Table Pedestrian Traffic	Ongoing concerns with pedestrian traffic, individuals loitering on the boulevard & in the parking lot behind RCFE as well as increased litter from dumpsters. - M. Thul noted most severe occurrences are happening overnight/ at time of decreased activity. - General discussion re: options/solutions - Suggestion for picnic tables/benches was favorable but require further investigations due to permitting and space regulations.	Engage community relationships established via Security- M. Grainger/R. Marsh Engage UIC/Criminal Justice faculty for solutions discussion- TBD	
J. Cross-functional Communications	Specific to altering spaces- process has requests filtered via the planning office to verify regulations/ requirements for requested changes. Process addition to include safety equipment evaluations with Physical Plant, Safety & inquiring department. Smaller items require area managers to verify and alert staff to potential hazards. - Current project with Safety office to ID areas with increased potential for hazard. - Timing is important as sufficient evaluation cannot be done when situations are rushed.	Explore process options- K. Smith, K. MacDonald, M. Thul  Safety office; ID hazards in areas	
K. Direct WSH Policies- Review Process	Policies directly affecting the WSH Committee include the RWLE, Working alone/in Isolation & Safety & Health. RWLE policy currently in review/revision process.	Provide list of existing policies for Safety Dept.- D. Brownridge/S. Shah Review timeline- R. Marsh Meeting with UWSA- R. Marsh, K. Vargascarr Feedback on policy updates/changes- All	
L. Review of Regulatory Agency Inspection Reports	No concerns with reports.		
M. Other Business	- UWSA requesting notification of training opportunities ie: First Aid, etc. - JT noted increased requests for service/therapy animals; AMA and policy review - W. Carriere advised new Emergency Assembly Points signage is going up across campus. - S. Shah participating in upcoming workshops for Hazard Identification & Workplace Investigations  - Two documents were distributed for review; Safety and Health and Work alone policy - Schedule for document review for policy	Safety office to pass on dates to K. Vargascarr- D. Brownridge/K. Smith  Presentation TBD w/ HRDO- R. Marsh  Use track changes to document and submit to R. Marsh prior to next meeting R. Marsh to compile a list of Safety documents with review dates	
N. Next Meeting	Wednesday, December 11 <sup>th</sup> , 2019 Location: 2M70		
O. Adjournment	1:45pm		

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

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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 Talard

Signature 

Signature 

**COMMITTEE MINUTE FORM**

**PAGE 2 OF 2**