

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: December 11, 2019 Date of next meeting: March 18, 2020 Number of employees at the workplace: 850	Roberta Marsh Kyle MacDonald Julia Peemoeler 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.	X	
	Jillian Golby-Borsa Natasha Tairol	Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager - AESES	X X	
	Peter Balagus Paul Holloway Derek Spenser Katherine Breward Binara Hewagamage Korolya Vargscarr Steven Shwaykosky Trevor Day Michael Dudley Jaime Orr	Technician - AESES Faculty member – UWFA Faculty Member- UWFA Faculty member – UWFA UWSA (Alternate) UWSA Engineer, Physical Plant (Alternate) HVAC Technician – IUOE Faculty Member- UWFA UWFA (Alternate)	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	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 Action By (who & when)	Status
Call to Order Introduction	Meeting Called to Order, 12:45pm		
A. Approval of Agenda		Moved by P. Balagus, Seconded by N. Tairol	
B. Acceptance of Minutes	Minutes accepted.	Moved to accept by P. Balagus, Seconded by N. Tairol <i>Tairol</i>	
C. Business Arising from the minutes:	None		
D. Reading Correspondence	No new correspondence.		
E. New Business	- Field Trip forms- Waivers Discussion; N. Tairol noted that biology students go through equipment protocols to mitigate risk & environmental factors contribute to risk factors on field work trips; Support from Safety Dept.; D. Pollock noted Risk & Liability portion needs updating		
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. iAuditor licenses purchased to create enhanced analytics, reports & increase transparency.		
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.	

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 Tairol

Signature *[Signature]* Signature *[Signature]*

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action to Be Taken Action By (who & when)	Status
H. Critical Job Inventory	<ul style="list-style-type: none"> - Critical Job Inventory provides an overview of tasks performed in a particular area and the potential losses associated with them (ie: Death, Amputation, Musculoskeletal Injury (MSI), chemical exposure etc.) - Hazard levels/risk analysis needed for all high-risk areas - Clarification provided between risk-analysis and SOP with some overlap to SafeWork; Lab risk assessment level review of all labs & categorization using the tool/method prepared Pamphlet and template for review; S. Shah will follow up with individual areas to assist with evaluations - Chemical inventory template shared with members - Possible subcommittee required for further discussion - Good examples at RRC; K. Smith encouraged review of documents online - New & temporary staff encouraged to assist as they have a new lens on familiar items 		
I. Round Table Discussion	<ul style="list-style-type: none"> - D. Brownridge- examining trends with iAuditor & inspection timers in specific areas as pilot project - K. MacDonald- renovations commenced at Anx, no more public washrooms in that space; Radon testing obligations updates starting with UWSA Daycare - K. Smith- Pinchin consolidating asbestos database for UW buildings; Asbestos training starting in December 2019 - J. Golby Borsa- positive feedback on First Aid/CPR course - S. Shah- Praxair recent training for students in labs with good feedback - N. Tairol- Attended course at SafeWork on committee basics; minutes no longer required to be submitted to SafeWork; discussion re: iAuditor capabilities and integration with Facilities software (HIPPO); further review of incident reporting avenues ie: ePortal or paper reports 		
J. WSH Metrics	<ul style="list-style-type: none"> - Ongoing evaluation criteria to be examined; K. Smith noted ability to track timelines between issue discovery & item correction - Careful consideration needed on what to measure and how to measure it; further discussion and updates once more robust understanding of software options 		
K. Direct WSH Policies- Review Process	<p>Policies directly affecting the WSH Committee include the RWLE, Working alone/in isolation & Safety & Health.</p> <p>RWLE policy currently in review/revision process. WSH Policy & Work Alone Policy reviews carried over to next meeting; feedback required by March 2nd, 2020; all policies need to receive Board of Regents support and Governance Committee support</p>	Feedback on policy updates/changes- All	
M. Other Business	None		
N. Next Meeting	Wednesday, March 18, 2020 @ 12:30pm Location: 2M70		
O. Adjournment	2:10pm		

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Signature  Signature 

COMMITTEE MINUTE FORM

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