



THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE

MINUTES

<p>Complete Name and Address of Workplace: The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935</p> <p>Workplace Safety & Health Meeting date: March 9, 2015</p> <p>Date of next meeting: June 9, 2015</p> <p>Number of employees at the workplace: 850</p>	<p>Employer Members</p> <p>Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls</p>	<p>Occupation</p> <p>Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)</p>	<p>Present</p> <p>X X X X X</p>	<p>Regrets</p>
	<p>Worker Members</p> <p>Harald Weigeldt Deanna Pollock James Hanley Kim Monson Ed DuVal Joan Grace John Tooth Ian Elliott Priyanka Kumar Peter Balagus Lee Chitty Doug Foster Kimberly Buffle</p>	<p>Carpenter - IUOE Manager, Ins. & Capital Acct. – Excluded Emp. Co-Chair, Faculty Member - UWFA Technician - AESES Shipping/Rec. - AESES Faculty member – UWFA Faculty Member – UWFA (alternate) Faculty Member - UWFA UWSA Technician - AESES UWSA (Alternate) Plumber – IUOE – (Alternate) Faculty Member - UWFA</p>	<p>X X X X X X X X X X</p>	<p>X X X X X X X X X</p>
	<p>Guests/Resource Persons (list any)</p> <p>Kevin Smith Sangita Shah Martin Grainger Brianna Junnor Jan Byrd Terry Burgoyne</p>	<p>Safety and Health Specialist Lab Safety Officer Director Emergency Prep and Security Manager, Campus Living Executive Director., Wellness and Student Life (Alternate) Human Resources (Minutes)</p>	<p>X X X X</p>	<p>X X X X</p>

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom & when	Status
Call to Order	The meeting was called to order at 12:30 p.m.		
A. Approval of Agenda	The Agenda was put forward and accepted.	Moved by Kim Monson and Seconded by John Tooth	Carried.
B. Acceptance of Minutes:	The Minutes of the Meeting from September 8, 2014 were put forward for acceptance.	Moved by Len Cann and Seconded by Kim Monson	Carried.
C. Business Arising from the Minutes			
1. Field Work Policy:	Re-writes were completed and reviewed by Kevin Smith who provided comments. To be sent out to committee and consultations for further review shortly.	Further consultations need to take place before the policy comes back to the Committee.	
2. Violence Prevention Policy:	Received back from Corporate Secretary Office. Reviewing suggested amendments and should be finalized shortly. Will then be brought to the committee.	Mary Anne Walls to meet with Laurel Repski to finalize	
3. Working Alone Policy Revision:	Received back from Corporate Secretary Office. Reviewing suggested amendments and should be finalized shortly. Will then be brought to the committee.	Mary Anne Walls to meet with Laurel Repski to finalize	

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4. WS&H Policy Revision:	Received back from Corporate Secretary Office. Reviewing suggested amendments and should be finalized shortly. Will then be brought to the committee	Mary Anne Walls to meet with Laurel Repski to finalize	
5. Smoking Policy	<p>Revised policy to reflect the use of electronic cigarettes and medicinal marijuana. There will not be any signage change; the signs will signify no smoke of any kind now including vaping.</p> <p>Brought up the issue of selling cigarettes on campus and it was determined that the policy was developed with the intent that no cigarettes would be sold on campus.</p> <p>Discussed Spence Street mall being potentially smoke free since the property is leased to the University by the City. Len to look into.</p>	<p>Moved by Ed Duval and Seconded by Kim Monson</p> <p>Len to follow up on Spence Street mall lease concerning the no smoking policy</p>	Carried
6. Disposal of used needles in washrooms	<p>There are 65 accessibility washrooms on campus. Kevin is doing research and found the best sharps disposal bins are stainless steel and cost \$140 each. Each one holds 4.5L.</p> <p>Currently sharps pick-up is up at loading dock. If installing containers in washrooms would then need pick-up in the washrooms and would incur additional costs. More research required on the costs.</p> <p>It was noted that the Bulman Centre, main floor and basement Centennial are where the highest concentration of sharps are being found. Marty will provide the numbers of the highest concentration areas and it is recommended that the initial implementation focus on those areas. Implementation in other areas will be done in stages as necessary.</p>	<p>Kevin to do further research on potential costs</p> <p>Marty to get the numbers and locations on sharps found by security guards.</p>	
D. Reading Correspondence	There was no correspondence to come before the committee.		
E. New Business	There was no new business to come before the committee		
F. Reports from Subcommittees			
1. Radiation Safety Committee	A number of documents have been developed and will be vetted by the Radiation Safety Committee before implementation.	Sangita Shah to work with Radiation Safety Committee to finalize documents.	
2. Laboratory Safety Committee	Dr. Tabitha Wood is now the chair of the Laboratory safety committee. The committee is working on process for the development of laboratory safety procedures.		
G. Safety Incident Report Summary	12 incidents were reported. Majority of incidents listed on the incident report were the smell of marijuana in stairwells. People that were found smoking did not claim medical use as the reason.	The report was received for information.	

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H. Fire Safety Report	<p>A couple of false fire alarms in Riddell and Lockhart Halls. Kevin has trained Fire Wardens in the Library and Bulman Centre (still need Wardens from a couple of areas). Fire extinguisher training to be done by Kevin later this year.</p> <p>Fire plans are complete and available through the Safety Office. Fire Wardens are responsible for sharing the plans with their departments. Training is an ongoing process and Kevin will be following up with earlier appointed Wardens to ensure they are aware of the new plans.</p> <p>Suggestion was made to post door # signage on all the stairwell doors so fire wardens would be able to direct safety officials to right area if necessary. Len & Kevin to review.</p> <p>Reminder that Fire Marshalls are Kevin Smith, John Mainer, and Dave Torz</p>	<p>Kevin to facilitate Fire Extinguisher training.</p> <p>Kevin will be speaking to all Fire Wardens to ensure current Fire Plans are in place.</p> <p>Kevin and Len to review numbering of stairwells.</p>	
I. Security Report	<p>588 Incident reports since the previous meeting. Majority of calls were local alarm calls for something such as a door being opened. Includes 7 safety issues, 18 medical calls and 3 assaults (1 student, 1 visitor, 1 other). Overall, the numbers are down from last year during the same period.</p>		
J. Health & Safety Program			
1. Safe Lifting Program	<p>Kevin did safe lifting training for the UWSA for the loading dock; a couple of Physical Plant employees were included in the training.</p>		
2. AED Program	<p>5 new AED's were purchased and their locations are to be determined. Suggested locations are RecPlex, Library, Hive, 1st floor of Ashdown hall, 3rd floor of RCFE. A list of the current 17 AED locations is online. It was noted that the Heart & Stroke foundation recommends 3 minutes from "Drop to shock". No AED's have been used to date. Kevin to review training and maintenance.</p>	<p>Kevin to review AED training and AED maintenance.</p>	
K. Inspection Reports			
1. Laboratories	<p>Kevin indicated that Lab Protocols and Procedures are being worked on. Has outstanding matters and no inspections done since last meeting. Laurel Repski indicated that laboratory inspections needs to be a priority</p>	<p>Kevin to report on progress – schedule and inspections completed at next meeting.</p>	
2. General Areas/Administrative Offices	<p>General inspections were done in Lockhart, Bryce and Ashdown. Kevin noted a number of bulletin boards on campus that are overloaded with paper causing a potential fire hazard. When posters are posted, they aren't taken down. Communications can send out a reminder to takedown posters after an event is over. Poster policy does not allow posters taped to doors. When using tape for a poster, they should be using painters tape. Poster policy is posted online.</p>	<p>This issue will be reviewed again at the next meeting of the Committee.</p>	
L. Review of Regulation Agency Inspection Reports	<p>There were no inspection reports to come before the Committee.</p>		

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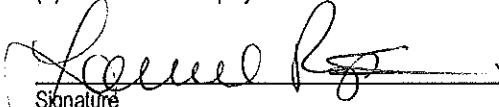
<p>M. Other Business:</p>	<p>Marty has been working on an emergency management plan updates. A session will be held in mid-May and the committee will be invited.</p> <p>An app is being looked at for emergencies and would be free to download. Would send an alert to anyone that has it downloaded. Would also provide resources and helpful links.</p> <p>Kevin provided an update on a number of matters. He reported the completion of 3 investigations into incidents. He noted that incident investigation training is available through the Province. Kevin recently took the training and noted that Mike Thul and Ed Duval are registered for the next session. He also reported that the Province is willing to come to the University to provide the training on campus for the Committee.</p> <p>Kevin also provided any update on the incident investigation recommendations as follows: Safety Office is working with the LSC on the process for implementing safe work procedures/practices (procedures are being developed); the incident report form has been redrafted and is being reviewed; an iPad mini is to be provided to Sangita for inspection purposes and will also have email capability; space for storing PPE has been found in RCFE, storage cabinet is being delivered and PPE was ordered; auto generated email that will notify Security when high ventilation button in lab is pressed is being activated, Security will also receive a phone call; safety training for Security employees is being reviewed; spill cleanup training will be provided by Pinchin and arrangements are being made with labs.</p>		
<p>N. Next Meeting</p>	<p>The next meeting of the committee has been scheduled for June 9, 2015.</p>		
<p>O. Adjournment</p>	<p>As there was no further business to come to the meeting.</p>	<p>On a motion by Kim Monson</p>	<p>Adjourned</p>


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.

LAUREL REPSKI
 Print name of Employer Co-Chair

Ed Duval
 Print Name of Worker Co-Chair


 Signature


 Signature

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board