



**THE UNIVERSITY OF WINNIPEG**  
**WORKPLACE SAFETY AND HEALTH COMMITTEE**  
**MINUTES**

|  |  |   |   |  |
|--|--|---|---|--|
| <b>Complete Name and Address of Workplace:</b><br>The University of Winnipeg<br>515 Portage Avenue<br>Winnipeg, MB R3B 2E9<br>Tel: 786-7811<br>Fax: 774-2935<br><br><b>Workplace Safety &amp; Health Meeting date:</b><br>June 9, 2015<br><br><b>Date of next meeting:</b><br>September 18, 2015<br><br><b>Number of employees at the workplace:</b> 850 | <b>Employer Members</b><br>Laurel Repski<br>Gary Pawlychka<br>Mike Thul<br>Len Cann<br>Mary Anne Walls   | <b>Occupation</b><br>Co-chair, V.P. Human Resources, Audit & Sustain.<br>Executive Director, Financial Reporting<br>Director, Physical Plant<br>Executive Director, Infrastructure<br>Manager, Campus Health and Wellness (Alternate)   | <b>Present</b><br><br><br>X<br>X<br>X               | <b>Regrets</b><br>X<br>X                                     |
|  | <b>Worker Members</b><br>Harald Weigeldt<br>Deanna Pollock<br>James Hanley<br>Kim Monson<br>Ed DuVal<br>Joan Grace<br>John Tooth<br>Ian Elliott<br>Karolya Vargscarr<br>Peter Balagus<br>Peyton Veitch<br>Doug Foster<br>Kimberly Buffle | Carpenter - IUOE<br>Manager, Ins. & Capital Acct. – Excluded Emp.<br>Co-Chair, Faculty Member - UWFA<br>Technician - AESES<br>Shipping/Rec. - AESES<br>Faculty member – UWFA<br>Faculty Member – UWFA (alternate)<br>Faculty Member - UWFA<br>UWSA (Alternate)<br>Technician - AESES<br>UWSA<br>Plumber – IUOE – (Alternate)<br>Faculty Member - UWFA | X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X<br>X | X<br><br><br><br><br>X<br><br><br><br><br><br>X<br><br><br>X |
|  | <b>Guests/Resource Persons (list any)</b><br>Kevin Smith<br>Sangita Shah<br>Martin Grainger<br>Brianna Junnor<br>Jan Byrd  | Safety and Health Specialist<br>Lab Safety Officer<br>Director Emergency Prep and Security<br>Manager, Campus Living<br>Executive Director., Wellness and Student Life (Alternate)  | X<br><br>X  | X<br>X<br>X<br>X   |

| 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.  | Tooth/Duval   | Carried. |
| B. Acceptance of Minutes:            | Motion: Adopt minutes from previous meeting as presented.   | Monson/Duval  | Carried. |
| C. Business Arising from the Minutes |   |   |          |
| 1. Field Work Policy:                | Mary Anne Walls reported the Field Work Policy had portions which were being rewritten due to the creation of the Experiential Learning Coordinator.  | Further consultations need to take place before the policy comes back to the Committee. |          |
| 2. Violence Prevention Policy:       | Violence Prevention Policy is close to completion. There had been consultation with the province because the University had concerns about the appropriateness of worker members investigating violent incidents involving peers, due to a number of factors. First, the concern was about the level of expertise and training regarding investigation delegated to worker members, especially if there was a potential for discipline. |   |          |

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|  | <p><b>James Hanley</b> stated that he didn't agree that workers didn't have a role to play in investigation. His interpretation of legislation is that the duty to investigate is the responsibility of the co-chair or designate.</p> <p><b>Kim Monson</b> asked if there was training for investigating violent incidents available through SAFEwork Manitoba.</p> <p><b>Kevin Smith</b> indicated there was training available for basic investigation, but did not cover specific concerns for investigating violence.</p>   | <p>There will be a further meeting with the province before the policy is finalized.</p>            |        |
| <p><b>3. Working Alone Policy Revision:</b></p>        | <p>Review by Corporate Secretary Office done.</p>  | <p>Policy going to senior admin for approval. Copy of final policy to be provided to Committee</p>  |        |
| <p><b>4. WS&amp;H Policy Revision:</b></p>             | <p>Review by Corporate Secretary Office done.</p>  | <p>Policy going to senior admin for approval. Copy of final policy to be provided to Committee.</p> |        |
| <p><b>5. Disposal of used needles in washrooms</b></p> | <p><b>Martin Grainger</b> indicated the security office had created a new category to track the occurrences of found needles on campus. There had been approximately 6 incidents since the last meeting. Most of the needles were found outside in flower beds. One incident involved a syringe being found in the delivery door of a pop machine in Richardson College. No pattern can be determined from so few incidents.</p> <p><b>Kevin Smith</b> informed committee that he had investigated disposal bins for needles from a supplier which would be cost prohibitive based on the number of needles found in the past three months. Both Security and Physical Plant staff have procedures for disposing of the sharps which are satisfactory to protect workers from harm.</p> <p><b>Mary Anne Walls</b> reminded committee that it was possible to use a pop bottle for disposing of sharps before putting in the regular garbage for disposal.</p> <p><b>Kevin Smith</b> also advised that a personal sharps container could be obtained from the same pharmacy which distributes the syringes.</p> | <p>Kevin Smith and Martin Grainger will continue to monitor the situation.</p>                      |        |
| <p><b>D. Reading Correspondence</b></p>                | <p>There was no correspondence to come before the committee.</p>   |   |        |
| <p><b>E. New Business</b></p>                          | <p>1. Safety training for new employees</p> <p><b>Kevin Smith</b> indicated he had received concerns on employee training in multiple ways and asked for anyone on the committee who had a concern over the way orientations were conducted to speak to them.</p> <p><b>Ed Duval</b> said there were new workers hired who had not been trained in WHMIS who were on the loading dock or had to assist with a roof leak in a laboratory that may be at risk and recommended that new employees be trained prior to being placed in situation where WHMIS training is necessary.</p> <p><b>Deanna Pollock</b> asked if WHMIS or other training was required to be indicated on Purchase Orders with contractors.</p> <p><b>Mary Anne Walls</b> indicated that a new employee orientation was developed and will need to be reactivated. Currently the University resources were stretched which may contribute to delays in providing orientations.</p> <p><b>Ed Duvall</b> suggested there could be alternatives to the Nexus</p>  |   |        |

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|  | <p>program of WHMIS training for summer students and contractors.</p> <p><b>Kimberley Buffie</b> stated that there had never been any shortcuts to WHMIS training in her experience and that annual training had always been necessary.</p> <p><b>Len Cann</b> indicated that Purchase Orders will list any requirements for a safety program.</p> <p><b>Mike Thul</b> also indicated that contractors were required to submit records of training and safety program either to John Mainer the projects manager, or to the safety office.</p> <p><b>Ed Duvall</b> suggested a competency test for WHMIS to ensure workers understand risks.</p>   | <p><b>Kevin Smith</b> to examine WHMIS training program details to find a compliant solution which works within the limitations of resources</p>  |        |
|  | <p>2. Employee representation on committees</p> <p>a) Central Committee</p> <p><b>Kevin Smith</b> indicated that <b>Harald Weigeldt</b> had informed him that he would no longer be sitting as an IOUE representative on WSH committee.</p> <p><b>James Hanley</b> asked if <b>Doug Foster</b> is the new member as he is currently an alternate.</p> <p><b>Kevin</b> stated to committee that as there is a union in place, he can't interfere with the appointment of a new representative. The new appointment must come from IOUE.</p> <p><b>Mary Anne Walls</b> indicated that the committee's terms of reference need to be reviewed in terms of representation to ensure that all campus unions have representatives on the committee.</p> <p>b) Asbestos Management Sub-Committee</p> <p><b>James Hanley</b> indicated he was stepping down from involvement on the Asbestos Management Sub Committee.</p> | <p>IOUE to appoint a replacement worker.</p> <p><b>Mary Anne Walls</b> to provide proposed revised terms of reference for the next meeting of the committee.</p> <p><b>Kim Monson</b> to replace <b>James Hanley</b> on Asbestos Management Sub-Committee</p> |        |
| <b>F. Reports from Subcommittees</b>     |  |   |        |
| <b>1. Radiation Safety Committee</b>     | No Report in the absence of Lab Safety Officer   |   |        |
| <b>2. Laboratory Safety Committee</b>    | <p><b>Kimberley Buffie</b> informed committee that inspections are improving and were completed for chemistry. The subcommittee had also aligned their meetings to synchronize with Central Safety and Health Committee meetings going forward.</p> <p><b>Kim Monson</b> indicated there was also discussion at the Science Lab committee on developing a Safe Work Procedures process for the drafting and approval of SWP.</p> <p><b>Peter Balagus</b> spoke to committee about developing policy through consultation at the sub-committee level.</p> <p><b>Peyton Veitch</b> asked if the minutes from the Science Lab Safety Sub-Committee were available</p>   | <p><b>Kevin Smith</b> indicated that minutes were available and would forward them to the Committee for future meetings. He would also see if they were posted on line.</p>   |        |
| <b>G. Safety Incident Report Summary</b> | <p>March 1, 2015 – May 31, 2015<br/>16 incidents were reported</p> <p><b>Kevin Smith</b> presented the report on incidents for committee and</p>   | The report was received for information.  |        |

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|                                       | <p>indicated there were many ways in which incidents, concerns and hazards are reported to the Safety Office.</p> <p><b>Kevin</b> indicated that often he received reports of concerns when the supervisor had not yet been made aware of the problem or hazard. He reminded members that supervisors should be given an opportunity to correct conditions wherever possible as they have the authority and responsibility to do so. If they are unable to reach a satisfactory resolution with the supervisor, then the safety office can get involved.</p> <p><b>Kimberly Buffie</b> suggested that hazard reporting could be one of the topics which could be included in employee orientation.</p>   |  |        |
| <b>H. Fire Safety Report</b>          | <p>March 1, 2015 – May 31, 2015 - Report on Fire Plans and Fire Warden Program</p> <p>An incident involving fire set in a garbage can was successfully managed by security staff. Individuals responsible were identified through the use of security cameras and were held accountable. Vulnerability to Wesley Hall was investigated by <b>Martin Grainger, Kevin Smith</b> and <b>Dave Torz</b>, Chief Engineer, as well as <b>John Mainer</b>, Projects Manager. Controls were implemented to ensure that Wesley Hall is now protected during periods of closure.</p> <p>Fire Wardens have been added to the TSC area and Library and training conducted since previous WSH meeting.</p> <p>Mock exercise was conducted which Fire Wardens should be updated on so they may be prepared for potential situations.</p> <p><b>Ed Duvall</b> asked if a fire inspection could be requested by a tenant or if it is the responsibility of the owner.</p> <p><b>Len Cann</b> indicated fire inspection reports are delivered to the owner and is their responsibility to deal with recommendations.</p> <p><b>Ed Duvall</b> indicated he knew of concerns expressed by 4 employees and there had not been an inspection conducted at the Selkirk Avenue satellite campus.</p> | <p><b>Kevin Smith</b> to make contact with the Selkirk campus and follow up on concerns and conduct inspection.</p>  |        |
| <b>I. Security Report</b>             | <p>March 1, 2015 – May 31, 2015</p> <p><b>Martin Grainger</b> reported on the number of incidents tracked by the security office on campus.</p> <p>202 – March<br/>176 – April<br/>210 – May</p> <p><b>John Tooth</b> inquired if there was any progress made on the computer thefts in the library.</p> <p><b>Martin Grainger</b> reported that he was working with <b>Doug Edge</b> to work out a suitable arrangement to protect all configurations of computers in the library.</p>  |  |        |
| <b>J. Health &amp; Safety Program</b> |  |  |        |
| <b>1. AED Program</b>                 | <p><b>Kevin Smith</b> reported that the University had expanded the number of AEDs on campus to 23 through the addition of 5 Zoll AED Plus units donated to the University of Winnipeg through the Carol Harvey Trust Fund.</p>  | <p><b>Kevin Smith</b> reported that he is working with Hearth and Stroke Manitoba to register all units as publicly accessible units and increase visibility on campus through improved signage.</p> |        |
| <b>K. Inspection Reports</b>          |  |  |        |
| <b>1. Laboratories</b>                | <p>Laboratories – <b>Kevin</b> indicated that as <b>Kimberly Buffie</b> had stated, inspections had been conducted and were complete in most labs.</p>   |  |        |

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|   | <p>Kevin is using a template on iAuditor which is proving to be very efficient in terms of generating reports.</p> <p><b>Peter Balagus</b> expressed kudos to Kevin for streamlining the process of inspection by reducing 9 pages of report to the essential elements.</p>  |  |           |
| 2. General Areas/Administrative Offices           | Kevin indicated he had conducted inspections in Lockhart Hall, WiiChiwaakanak Center, Ashdowne Hall and most of Bryce Hall.  |  |           |
| L. Review of Regulation Agency Inspection Reports | <p>Forthcoming CNSC Inspection of Laboratories</p> <p>Although Sangita Shah was not present to report to committee, Kevin Smith indicated the University of Winnipeg had received a questionnaire from Canadian Nuclear Safety Commission regarding the use of isotopes and other radioactive sources on campus. Sangita had indicated to Kevin that the questionnaire usually preceded a physical inspection although she did not indicate when that may occur.</p>   |  |           |
| M. Other Business:                                | <p><b>James Hanley</b> wanted to express concern about two chairs that had broken while students were sitting in them and thought maybe due to their age, the chairs might need to be replaced.</p> <p><b>Len Cann</b> explained that all chairs across campus are being replaced according to schedule, and that some chairs seem to be more durable than others. 500 of the Stride style chairs were ordered and will be installed by September.</p> <p>The Harvard style of chair which James is referring to, came in two colors, orange and black to suit the design specifications of Centennial Hall. He said they are guaranteed for a 30 year period, and that he noticed that the black chairs, for unknown reasons, seem to fail at a faster rate than the orange chairs.</p> |  |           |
| N. Next Meeting                                   | The next meeting of the committee has been scheduled for September 18, 2015.   | Kevin Smith will book the next meeting for September 18, 2015 with the location to be circulated at a later date as the scheduling office is not able to book events into the new calendar year. All subsequent meetings will be set at the September meeting. |           |
| O. Adjournment                                    |  | Veitch   | Adjourned |

**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 (in Laurel's absence signed by Mary Anne Walls)

James Hanley

( ) Print name of Employer Co-Chair

(X) Print Name of Worker Co-Chair

Signature

Signature

Within 7 days, copy to: ❶ Committee members; ❷ Committee files; ❸ Workplace Safety and Health; ❹ Post on S&H Bulletin Board