



THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE

MINUTES

Complete Name and Address of Workplace: The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935 Workplace Safety & Health Meeting date: September 18, 2015 Date of next meeting: December 9, 2015 Number of employees at the workplace: 850	Employer Members Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	Occupation Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	Present X X X X	Regrets X
	Worker Members Deanna Pollock James Hanley Kim Monson Ed DuVal Joan Grace Vacant Ian Elliot Karolya Vargscarr Peter Balagus Peyton Veitch Doug Foster Vacant Kimberly Buffie	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 IUOE (Alternate) Faculty Member - UWFA	X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X
	Guests/Resource Persons (list any) Kevin Smith Sangita Shah Martin Grainger Jennifer Trotman Jan Byrd Terry Burgoyne	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)	X X X X X	X X X X 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 12:15 p.m.		
A. Approval of Agenda	The Agenda was put forward and accepted.	Moved by Kim Monson and Seconded by Peter Balagus	Carried.
B. Acceptance of Minutes:	The Minutes of the Meeting from June 9, 2015 were put forward for acceptance.	Moved by Kim Monson and Seconded by Peter Balagus	Carried.
C. Business Arising from the Minutes			
1. Field Work Policy:	Risk assessment form is in the works by Kevin. Will also need to further consult with a number of groups on the revised policy. Currently waiting on the Experiential Learning Coordinator position to be filled, whose role it will be to assist with the completion of necessary fieldwork documentation.	Kevin to finalize risk assessment form. When finalized Laurel to consult with various groups.	
2. Violence Prevention Policy:	Discussed how students get captured under legislation. Laurel spoke with Marty Davidson of the WS&H Division, Marty might come speak to the committee. Policy may need to be revised	Laurel to follow up with Marty Davidson	

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3. Working Alone Policy Revision:	Sent forward to Senior Executive for approval.		
4. WS&H Policy Revision:	Sent forward to Senior Executive for approval.		
5. Disposal of used needles in washrooms	<p>Most needles are found outside. It was noted that it is very costly to have vandal proof sharps containers and there is no point in installing containers on campus if most needles are found outside. 5 needles were found outside between July, August and September.</p> <p>Better communication is needed with staff and students on safe disposal of used needles. A segment will be added to the H&S website on safe disposal. Kevin to connect with Bee Clean to remind them of the safety procedures in managing sharps. Kevin will also remind physical plant of safety procedures and add it to the orientation as well.</p> <p>On an unrelated note, Marty will be reviewing the University policy concerning knives on campus.</p>	<p>Kevin to add a segment on the H&S website about safe disposal of needles</p> <p>Kevin to communicate with cleaners and physical plant to remind them of safety procedures.</p> <p>Marty to review the weapons policy.</p>	
6. Training for new employees	<p>It was noted that WHMIS training outside of Nexus would be helpful where access to Nexus is problematic. Kevin will look into online training for WHMIS and other general safety training. Kevin will speak to TSC about providing generic Nexus ID's for training.</p> <p>Look into adding WHMIS training into job descriptions or conditions of employment.</p>	Kevin to follow up with TSC and possible online training.	
7. Meeting dates for 2015/2016	<p>Meetings are set for the following dates: December 9, 2015 – 1:30 pm March 17, 2016 – 12:00 pm June 1, 2016 – 12:00 pm September 22, 2016 – 12:00 pm</p>		
D. Reading Correspondence	There was no correspondence to come before the committee.		
E. New Business			
1. Employee representation on committees	<p>a) Kevin needs list of contacts from the unions and can contact them. AESES and UWFA will look after finding their own new reps. Kim Monson and Joan Grace leaving in 2016, need to find replacements.</p> <p>b) James wants to step down from the Asbestos Management sub-committee. Committee is supposed to meet once per year, but the University has a good handle on the Asbestos management. Len will ask John Mainer, the Asbestos Officer, to will provide an update on asbestos issues. Look for a replacement for James at the next meeting.</p>	<p>Kevin to contact IUOE. AESES and UWFA will contact their employees to find replacement H&S reps.</p> <p>Look for volunteers to replace James on the asbestos management sub-committee</p>	
F. Reports from Subcommittees			
1. Radiation Safety Committee	Meets once a year – no report in Sangita's absence.		

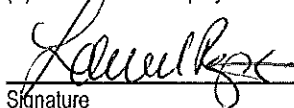


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2. Laboratory Safety Committee	<p>Meets 1 week ahead of the central committee. Pinchin to come and do training on spill prevention and response in December after classes are over.</p> <p>Lab Safety Committee to get a fair amount of detail from an audit report that was received last week. Will add to the next H&S meeting to discuss details.</p> <p>New regulations on human pathogens coming out that will affect our current policies and practices, will need to be reviewed.</p>	Laurel to bring details of report to next meeting	
G. Safety Incident Report Summary	Not a busy summer, Kevin didn't have a report. Did training with physical plant on new incident form.		
H. Fire Safety Report	<p>Kevin did Fire Warden training with Campus Living and at Aurora and will continue meeting and training new and existing fire wardens.</p> <p>Had 11 false alarms and 3 reports on faulty fire extinguishers. Fire plans needed for Campus Living from Balmoral and Lions Manor.</p>	<p>Kevin to continue training.</p> <p>Jennifer and Marty to follow up on fire plans.</p>	
I. Security Report	Had 781 service calls from June to August. Were mainly kids running around outside. Haven't had any issues in the last couple of weeks since classes started.		
J. Health & Safety Program	22 AED's are all registered with the Heart & Stroke Foundation. First aid and AED training will be provided in November.	Kevin to facilitate training	
K. Inspection Reports	<p>Lab inspections were done in May. Did walk through inspections and issued reports on General Areas/Administrative offices, T21 and 527 Selkirk.</p> <p>Need to determine a walk through schedule to ensure participation by other committee members.</p>	Kevin to determine a walk through inspection schedule.	
L. Review of Regulation Agency Inspection Reports	CNSC has said they will do an audit, but unsure of when they will be showing up.		
M. Other Business:	No other business		
N. Next Meeting	The next meeting of the committee has been scheduled for December 9, 2015.		
O. Adjournment	As there was no further business to come to the meeting.	On a motion by Ed Duval	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 Rapsky.
(X) Print name of Employer/Co-Chair


Signature

JAMES HANLEY
() Print Name of Worker Co-Chair


Signature

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