



THE UNIVERSITY OF WINNIPEG

WORKPLACE SAFETY AND HEALTH COMMITTEE

MINUTES

Complete Name and Address of Workplace:	Employer Members	Occupation	Present	Regrets
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935 Workplace Safety & Health Meeting date: December 9, 2015 Date of next meeting: March 17, 2016 Number of employees at the workplace: 850	Laurel Repski Gary Pawlychka Mike Thul Len Cann Mary Anne Walls	Co-chair, V.P. Human Resources, Audit & Sustain. Executive Director, Financial Reporting Director, Physical Plant Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	X X X X X	
	Worker Members Deanna Pollock James Hanley Kim Monson Ed DuVal Malcolm Bird Jamie Galka Ian Elliot Karolya Vargscarr Peter Balagus Peyton Veitch Doug Foster Jonathan Doty	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)	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

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 12:05 p.m.		
A. Approval of Agenda	The Agenda was put forward and accepted.	Moved by Kim Monson and Seconded by Laurel Repski	Carried.
B. Acceptance of Minutes:	The Minutes of the Meeting from September 18, 2015 were put forward for acceptance.	Moved by Kim Monson and Seconded by Laurel Repski	Carried.
C. Business Arising from the Minutes			
1. Field Work Policy:	Policy to go forward to faculty council and senate review committee.		
2. Violence Prevention Policy:	Policy is almost ready for legal counsel and then the union. Will come back to the committee before being posted.		
3. Working Alone Policy Revision:	Policy has now been posted		

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4. Disposal of used needles in washrooms	<p>4 needles were found mainly outside between September October and November.</p> <p>Kevin had received a suggestion to put sharps containers on the outside of the washrooms. It's suggested that the locations of the sharps containers are mapped digitally.</p> <p>Sharps are currently picked up on an annual contract. Kevin is looking at changing the current contract to an "on pick up" basis.</p>	<p>Kevin will continue to monitor the sharps situation.</p> <p>Kevin to work with Kevin Rosen on implementation of digital mapping of sharps disposal sites on campus</p>	
D. Reading Correspondence	There was no correspondence to come before the committee.		
E. New Business			
1. Employee representation on committees	<p>a) Kim Monson was honored for her long standing commitment to the health and safety committee. The new committee members were introduced.</p> <p>b) James Hanley stepped down from the Asbestos Management sub-committee. Jonathan Doty and Malcolm Bird volunteer as new members of the sub-committee.</p> <p>It was noted that there should be an annual report from the Asbestos Management sub-committee.</p>		
F. Reports from Subcommittees			
1. Radiation Safety Committee	Has not met yet, but Kevin confirmed that all the licenses are up to date.	Kevin to follow up for the next meeting	
2. Laboratory Safety Committee	Committee met recently and minutes weren't available for this central meeting. Human Pathogens and Toxins Act was discussed at the meeting. Kevin is currently working on the Admin Oversight Plan for the HPTA and confirmed that an inventory of biologic substances and toxins has been completed. It was also noted that chemical spill training will be taking place on December 11, 2015.		
G. Safety Incident Report Summary	<p>There were 22 incidents between September, October and November. 2 of those incidents were asbestos related and that following the incidents procedures for low-level asbestos work were reviewed with service workers. Was discussed if a member of the AM sub-committee should be on the investigation group for these incidents. Appropriate training of committee members was discussed as an issue. It was also noted that asbestos issues need to be managed in an immediate manner. Will need to research if Workplace Safety and Health is able to provide train the trainer courses or on campus training for committee members.</p> <p>It was noted that the 2010 Asbestos inventory has some inconsistencies that need to be addressed by the AM sub-committee.</p>	<p>Laurel and James to discuss if the committee should participate in asbestos investigations.</p> <p>Kevin to review health and safety training opportunities</p> <p>The investigation guidelines that were approved by the Committee are to be recirculated</p>	
H. Fire Safety Report	<p>No Fire Warden training has been done lately due to Kevin being too busy.</p> <p>Had 16 false alarms in the last quarter, 6 defective</p>	Kevin to follow up with Fire Wardens	

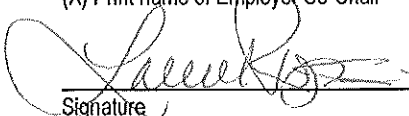
Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
	equipment reports and 2 tampering with extinguishers.		
I. Security Report	Had 665 incidents which doesn't include requests for safe walk/ride. There was no significant rise in incidents due to the Grey Cup festivities. There were 6 assaults in the last quarter.		
J. Health & Safety Program	No report		
K. Inspection Reports	<p>Haven't been as many lab inspections as Sangita has been away. Kevin has provided the lab inspection tool to some individuals. It was noted that HR has posted for a new member of the Health and Safety team which will free up some of Kevin's time.</p> <p>Many general site inspections have been completed using IAuditor and the feedback has been very positive. Intent to have labs do their own inspections every month with the help of the IAuditor tool. It was noted that the University is currently operating under a variance for monthly inspections.</p> <p>Laurel urged committee members to participate in inspections when the opportunity arises as it is a program requirement and makes a difference to the workplace</p> <p>A question came up concerning the Committee's and University's responsibility for student housing and leased buildings. Kevin will speak to Colin to get clarification. It was noted that the Daycare has their own safety committee and safety program.</p>	<p>Kevin to follow up with Colin concerning the Committee's and University's responsibility for housing and leased spaces.</p> <p>Kevin and Laurel to follow up on how the Residence Assistants are classified under the University.</p>	
L. Review of Regulation Agency Inspection Reports	Confirmed that we passed the recent CNSC inspection. While it was noted that a wipe test was 6 months out of date, it was submitted and we were found to be compliant.		
M. Other Business:			
N. Next Meeting	The next meeting of the committee has been scheduled for March 17, 2016.		
O. Adjournment	As there was no further business to come to the meeting.	On a motion by James Hanley	Adjourned

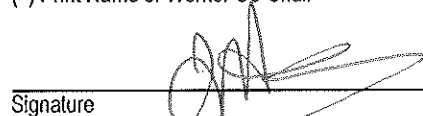
Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

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 Rogaski
 (X) Print name of Employer Co-Chair

JAMES HANLEY
 () 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