COMMITTEE MINUTES FORM



Labour and Immigration

Workplace Safety & Health 401 York Avenue, Winnipeg, Manitoba R3C 0P8 T 204 957-SAFE (7233) or toll-free 1 855 957-SAFE (7233) F 204 948-2209

Complete Name and A The University of W 515 Portage Avenu Winnipeg, MB R3B	/innipeg ie	Employer Members Gina Schiak Kyle Macdonald Caroline Crawford Craig Wood	Occupation Acting Associate Vice President – Human Executive Director, Infrastructure Director Budgets Director of Building Services	n Resources	Present X X X X	Absent
Phone: Tel: 786-7 Fax: Fax: 774-2938 Meeting date: December 15, 2023 Date of next meeting: March 15, 2024 Number of employees 948 AESES- Association of Education Services CMP- Confidential Man Professional IUS-Institute of Urban SIUOE-International Unic Engineers PSAC-Public Service ATHFM-Theatre and Film UWFA-University of Win Association	Employees Supporting agerial and Studies on of Operating Miliance of Canada in Dept	Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Mick Sidhu Paul Holloway Christopher Brauer Katherine Breward Doug Williams Beata Biernacka Ted Turner Binara Hewagamage Trevor Day Patrick Coutu Ted Klassen Guests (list any) Kevin Smith Doug Brownridge Wade Carriere Jennifer Trotman Tabitha Wood Emma Hill Kepron Dean Melvie Trina Wielkopolan Janelle Knudson	Executive Director, Student Services - CN Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – Electronic Technologist, Centre for Acade – AESES Faculty Member – UWFA (Biology) Faculty member – UWFA (Business and Faculty Member – UWFA (Business and Faculty Member – UWFA (Psychology - AFAC) Faculty Member – UWFA (Alternate) UWSA (Representative) UWSA (Alternate) Lead HVAC Technician – IUOE Building Maintenance Engineer - IUOE (AFAC) Manager, Safety and Health Occupational Safety and Health Officer Director, Security and Risk Management Director, Campus Living Acting Associate Dean, Faculty of Sci Committee Chair; Science Lab Safety Ch Associate Dean of the Library, Acting Hea Director, Recreations Facilities and Servi EA, HR – Minute Taking Safety Services Manitoba	AESES emic Technology 1 -THFM) Administration) Alternate) Alternate) ence; Bio-Safety air ad of Systems	X X X X X X X X X X X X X X X X X X X	X X X
Agenda Item		Subject, Concern o (See reverse for completion		Recommend Action To Be Ta Action By (w	iken	Status
A. Call to Order	Meeting called to ord *Quorum met	der at 10:06 a.m.		when) Chair: Gina Sch	niak	
B. Approval of Agenda				Motion by: Kyl Macdonald Seconded by: Williams		Approved
C. Acceptance of Minutes	For Review: September 15, 2023		Motion by: Kat Breward Seconded by: Williams		Approved	
D. Business Arising from the Minutes	Action Items: Is there a summary of how many syringes were found this quarter as opposed to last quarter? Kevin to provide a chart for comparison (Kevin)		Item deferred to meeting (Kevin)	next	Ongoing	
		cion Items: eting with Financial Services and HVAC on September 27 th to discuss air quality issues in Rice Building. Will disseminate it at the next meeting. The air quality is correct level, it is operating within correct specs. it continue to be not a continue to the cont			the will onitored.	Complete

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

BOTH management and worker co-chairs <u>must sign each page</u> 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.

(X) Print name of Employer Co-ChairGina Schiak	() Print Name of Worker Co-Chair	Natasha Taiarol
Signature Gua Acheak	Signature M. Taiarof	
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COMMITTEE MINUTE FORM

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Status
		Action By (who & when)	
		Rice building is that the University does not own the building.	Complete
	Action Items: When the new locking system is ready, if there is ever a need for a campus lockdown, all doors will lock with the push of a button. (Kyle)	Implementing campus wide card access. Threat management control. Recently on Nov 24th we tested it with success. Emergency Preparedness. We can lock all exterior doors. Only those that have level 5 clearance can still get in but the general public will not be able to get in. This was on main campus only; other buildings will be tested soon in the new year.	Complete
	Action Items: Committee members inquired about Fire Wardon Training. More volunteers are needed, Wade to put out communication and set up training sessions.	Gina provided an update from Tyler Nahony. New Fire Warden training dates are Nov 29 th , Dec 14 x2 sessions, 18, 21 st , January 15 th . Once the training is complete, there will be 28 new wardens, along with 9 new Ras for mcfeetors and balmoral. UW has a total of 90 fire wardens covering all buildings on campus.	Complete
		Pick up again with the new Security Director	
	Action Items: Discussion brought up by Kevin Smith on the importance of committee members attending inspections as part of their duties as a WSH Committee Member. Some suggestions were made on how to schedule inspections for committee members- maybe using a doodle poll or a machform sign up so when a date and location is taken, it will be removed from the list, this will make it easier for committee members to coordinate inspections based on their availability.	new occurry Director	Ongoing
	Action Items: Town Hall on September 28th		Complete
	Action Items: Putting signs on door is against code- it also needs to comply with AMA. There is an upcoming security campaign- if you see it, say it. It's all about messaging. There is an ongoing marketing strategy for security.	Pick up again with the new Security Director	Ongoing
E. Reports	1. WSH Program Report (Kevin S)	Verbal report. Jenelle and Bobbi Kiesman, Safety Services Manitoba Auditor have come to do some consulting and safety Services Manitoba have conducted 20	Complete

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COMMITTEE MINISTE FORM	PAGE 2 OF 4		
Signature Gua Acheaki	Signature M. Taiarof		
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		interviews and made observations. The audit is complete and was received on December 14th, it will be sent to AVP HR and VP of Finance regarding the next steps.	Complete
	2. Lost time	1 injury that occurred oct 25th. 4 days of sick time taken. (Gina verbal)	Complete
	3. Incident & Fire Report (Kevin S)	Verbal report	
	4. Security Report (Wade C)	Deferred to next meeting.	Ongoing
	5. Building Inspection Report (Doug B)		
F. Subcommittee Reports	Biosafety Committee Report (Tabitha Wood)	Refer to report.	Complete
'	Science Lab Safety Committee Report (Tabitha Wood)	Refer to report.	Complete
G. New Business	Action Items: Add greater communication on campus regarding working alone and isolation. There is a code of practice. The U of W safe app that has a personal safety toolbox. Share your location, flashlight. You must register, and you tap when you are working alone, and it does check ins. add greater communication on campus regarding working alone and isolation. https://itunes.apple.com/us/app/uw-safe/id1272307750?mt=8 https://play.google.com/store/apps/details?id=com.cutcom.apparmor.uwinnipeg&hl=en	Kevin	Ongoing
	There is a panic button on your desktop if you feel unsafe. You need to register for it. That is found on the security page. (link provided)	Soft Panic Button Desktop Feature Security The University of Winnipeg (uwinnipeg.ca)	Complete
	We need to continue to track incidents on campus so that security can determine if more security presence is needed on campus where students are writing exams. If there are big events, we ask for a guard. You can make that request. The concern has been raised about more security on campus for exams.	Deferred until new Director of Security arrives	Ongoing
	Action Items: Elevators were down in RecPlex. Are there standards for how quickly they need to be fixed?	We do have contracts where they need to respond in 2hours. One the hydraulic fuel leaked out, and then there was a remediation concern and that was the biggest delay. The parts took longer than expected to receive them. If we	

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COMMITTEE MINUTE FORM	Page 3 of 4		

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who &	Status
		when) switch suppliers, we could possibly have the same technical requirements. We are doing our best to comply with AMA standards and being compliant. Facilities is working to have parts stocked on site in case certain parts break down. Facilities post notices that certain equipment is down.	
H. Next Meeting	March 15, 2024		
I. Adjournment	Moved to adjourn at 11:29 a.m.	Motion by: Christopher Brauer Seconded by: Beata Beirnacka	Approved

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