

COMMITTEE MINUTES FORM

Complete Name and Address of Workplace The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Phone: Tel: 786-7811 Fax: Fax: 774-2935 Meeting date: March 14, 2025 Date of next meeting: March 14, 2025 Number of employees at the workplace: 948 AESES- Association of Employees Supporting Education Services CMP- Confidential Managerial and Professional IUS- Institute of Urban Studies IUOE- International Union of Operating Engineers PSAC- Public Service Alliance of Canada THFM- Theatre and Film Dept UWFA- University of Winnipeg Faculty Association	Employer Members Carrie Homeniuk Kyle Macdonald Caroline Crawford Craig Wood	Occupation Associate Vice President – Human Resources Executive Director, Infrastructure Director Budgets Director of Building Services	Present X X X X	Absent
	Worker Members Inga Johnson Mychasiw Jillian Golby-Borsa Natasha Taiarol Mick Sidhu	Executive Director, Student Services - CMP Administrative Manager – IUS - AESES Co-Chair, Biology Laboratory Manager – AESES Electronic Technologist, Centre for Academic Technology – AESES	X X X X	
	Paul Holloway Adam Parboosingh Katherine Breward Doug Williams Beata Biernacka Ted Turner Binara Hewagamage Trevor Day Patrick Coutu Sondos Shabayek	Faculty Member – UWFA (Biology) Faculty member – UWFA (Theatre & Film -THFM) Faculty member – UWFA (Business and Administration) Faculty Member – UWFA (Psychology - Alternate) Faculty Member- UWFA (Alternate) UWSA (Representative) UWSA (Alternate) Lead HVAC Technician – IUOE Building Maintenance Engineer - IUOE (Alternate) PSAC	X X X X X X	X X X X
	Guests (list any) Kevin Smith Geetika Bassi Jennifer Trotman Tabitha Wood Emma Hill Kepron Dean Melvie Trina Wielkopolan	Manager, Safety and Health Laboratory and Research Safety and Health Officer Director, Campus Living Acting Associate Dean, Faculty of Science; Bio-Safety Committee Chair; Science Lab Safety Chair Associate Dean of the Library, Acting Head of Systems Director, Recreations Facilities and Services EA, HR – Minute Taking	X X X X X X	 X

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
A. Call to Order	Meeting called to order at 10:04 a.m. *Quorum met	Chair: Natasha Taiarol	
B. Approval of Agenda	Approval of March 14, 2025, agenda	Motion by: Doug Seconded by: Kyle	Approved
C. Acceptance of Minutes	For Review: December 16,2024	Motion by: Doug Seconded by: Katherine	Approved
D. Business Arising from the Minutes	Action Items: Review training procedures between sub committees where waste disposal biohazardous material is concerned. (Craig)	Some potentially biohazardous waste was thrown out, so facilities looked through their training procedures, and all facilities staff must complete WHMIS training by April 30 th . Craig has spoken to Geetika, and they will coordinate lab safety training for some Dexterra and facilities staff. Bio safety training	In progress

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.

(X) Print name of Employer Co-Chair Carrie Homeniuk () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

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	<p>HR is developing new orientation tools for managers and new employees. These should be rolled out in early Spring. (Request from committee members to include Deans and Chairs when the materials are sent out) and in this package, there will be material that relates to Workplace Safety and Health, and conflict management. It will include details on what are the responsibilities as managers on various WSH items.</p> <p>Safety Policies: Action Items: The Package was emailed to the WSH Committee on Jan 27/25. Revisions were sent to the Sr. Policy Analyst for final reviews.</p> <p>TOR provided to committee for review (March 14, 2025)</p> <p>Carrie- TOR has been distributed. An email will go out to committee members asking to provide any comments/feedback with a due date; also,</p> <p>Please nominate your co-chair or if you have been a member on the committee and wish to nominate someone or volunteer for another term, please send an email to Carrie.</p>	<p>will also be offered to some service workers.</p> <p>Hoping to be distributing before the summer. Carrie Homeniuk</p> <p>TOR Assigned to WPSH Committee Due: before June 6, 2025</p> <p>Vote for co-chair by date May 23rd</p>	<p>In progress</p> <p>Complete In progress</p>
E. Reports	<p>1. WSH Program Report (Kevin S) 2. Incident Report (Kevin S) 3. Fire Report (Kevin S) 4. Building Inspection Report (Kevin Smith)</p> <p>The expansion of the WSH Program over the years, several committees that are functioning according to their work level. More workers are getting involved in WSH programming, and more people are educated as to what constitutes workplace safety and health. Having constant discussion points of the absence or presence of safety on campus.</p> <p>Fire events on campus- one of the most significant threats to campus. Most of the events in the PP are false alarms, it shows that the alarms are working, the Fire Wardens are doing their jobs by evacuating, some faculty & staff are not going to their muster points, so safety office will be working with facilities to put a program in place to address some of those deficits, and to do some fire extinguisher training, and fire blankets.</p> <p>There is signage around campus for muster points- facilities has asked that muster points to added to the safe app.</p> <p>There is a link on the safety page where you can click, and it will provide you with a map of all AED's on campus where you work or study. (Walk to shock- 3 minutes) Campus Optics requires multi-factor authentication.</p> <p>* A student cut herself while performing an experiment in a chemistry lab.</p> <p>We need to do a better job at informing people what constitutes a serious incident. What procedures we follow. Scene needs to be preserved for investigation. Including leaving the blood where it is. Determine what the cause was, and response after contact. Are there things that we do according to training?</p> <p>When first aid is required, contact security to help.</p> <p>If the incident requires a trip to the hospital, contact 911 and let an ambulance come. If a student is not of legal age, the guardians should be contacted. Adults have the right to refuse service. How can we address the situation if 911 is called, and the ambulance comes, and a student refuses the ambulance.</p> <p>Emergency contact signage for worksites (labs) in distribution through the safety office.</p>	<p>Kevin provided a PP presentation to committee members. Some updates include:</p> <p>Incidents- 43 Inspections- 113 (including AED, lab, general area, ventilated Lab Bench, and Radioactive survey meters)</p> <p>Basic First Aid- 36 trained this quarter</p> <p>Fire Warden Training-5 Trained this quarter. Update Safe App; add muster points.</p> <p>All relevant info in SWP?</p> <p>Students aware to pay for ambulance? Ensure emergency contacts are available.</p>	<p>WIP</p> <p>WIP</p> <p>WIP</p>

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	<ul style="list-style-type: none">Safety training website for first aid training (Natasha)	This will be put on the Safety Landing page.	
H. Next Meeting	June 6, 2025		
I. Adjournment	Moved to adjourn at 11:38 a.m.		Approved

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