

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION
COMMITTEE MINUTE FORM**

Name of Workplace	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
The University of Winnipeg	Laurel Repski	V.P. Human Resources	Present
515 Portage Avenue	Hugh Swan	Exc. Director of Fac. Mgt	Absent
Winnipeg, MB R3B 2E9	Gary Pawlychka	Assoc. Controller, Financial Svcs	Present
Tel: 786-7811	Len Cann	Asst. Director, Eng. and Maintenance	Present
Fax: 774-2935			

	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
	Don Campbell	Physics Professor	Regrets
	Harald Weigeldt	Phys Plant	Absent
Date: Thursday, December 9, 2010	Deanna Pollock	Ins. & Capital Acct.	Present
Next Mtg: Tue March 1, 2011	James Hanley	History Prof.	Regrets
# of Empl: Approx. 800	Kim Monson	Geog. Tech.	Present
	Ed DuVal	Shipping/Rec.	Present
	Doug Williams	Psych. Prof.	Present
	Gerry Narynski	Collegiate Prof.	Absent
	Susan Wiste	Biol. Tech.	Regrets
	Ted Turner	Students' Assoc.	Present

Resource persons Natalie Oree, Mary Anne Walls, Shelley Mangiacotti, and Martin Grainger from The University were also present at the meeting.

A. APPROVAL OF MINUTES OF October 13, 2010

The Minutes of October 13, 2010 were approved as distributed.
Minutes Approved: Ed DuVal/Doug Williams

...CARRIED

AGENDA

Agenda accepted as submitted: Kim Monson/Ed DuVal

...CARRIED

B. BUSINESS ARISING FROM THE MINUTES

1. Report on UWFA Selection Process

- D. Williams reported that UWFA usually strikes a nominating committee; based on interest and expertise in the area.
- Limitless term.
- The Co-Chairs will work with M. Walls and N. Oree to create Terms of Reference for this committee. This will provide a document for people who may be interested in joining the committee.
- Will also formalize the process for designation of an alternate.

2. Smoking Policy –

- The next Senior Executive Group meeting is scheduled for December 13. The suggestion for a designated smoking zone will be presented at this meeting by L. Repski. This is the decision from last committee meeting to designate the area between Sparling Hall and Graham Hall as a smoking zone.
- Once this is approved the sub-committee can move forward with communications.

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3. Asbestos Management Program Update –

N. Oree reported that some pipes in the Shipping/Receiving loading dock area that were found to contain asbestos were damaged exposing the asbestos. The asbestos was removed, the pipes were reinsulated, and Physical Plant built a barrier around the pipes to prevent future damage. N. Oree also reported that Door 4C13A was tested by DST for asbestos and results confirmed the absence of asbestos.

4. Small Appliance & Candle Policy – Update

- L. Repski has sent an email to people identified as needed to be part of this sub-committee. Waiting for confirmation that they will be able to participate or send a designate.
- This email will be sent to T. Turner as the UWSA Rep.
- Suggest the first meeting should be held in January – not a lot of meetings required.

5. Field Work Policy –

- N. Oree will be attending the Animal Care Committee meeting in the next day.
- N. Oree is unsure if the fieldwork policy is in place as yet and will check with J. Huebner.

6. Workplace Violence – Update

- M. Grainger provided an update re Workplace Violence prevention requirements.
- Upgrades to Security procedures are needed. M. Grainger will work with security to update these.

C. REPORTS FROM SUBCOMMITTEES

1. Radiation

N. Oree reported that the Annual Compliance Report has been filed. The committee discussed the radiation safety requirements for the new Science building.

2. Health & Safety

No report. The specifics of this will report will be looked at along with the Terms of Reference.

3. Fire – Report provided as follows:

- There were no major incidents.
- Physical Plant, Security and the Health & Safety Specialist met for the annual review of fire procedures.
- M. Grainger is putting Standard Operating Procedures in place for the Security staff.
- Changed the wording of the Emergency Response Guidelines on desktops – removed reference to Faculty and replaced with reference to Supervisory staff. Faculty will be part of procedures to ensure the safe exit of students and visitors.
- It was noted that some signs on the Manitoba Hall and Ashdown Hall doors may have conflicting information. Physical Plant will investigate.

4. Laboratories – K. Monson

- Inspected 5 labs
- Any issues were documented and forwarded to the Lab Technician or Researcher for correction.
- Will re-inspect these labs early in the next term.
- It was suggested that repeat issues could be raised with the Department Chairs or the Dean of Science.
- It was suggested that the lab inspection report needs to be categorized by Safety issues and housekeeping issues.

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5. Workshops – N. Oree presented the report in H. Weigeldt's absence.
 - No major findings
 - Some labelling issues; appropriate people notified to correct.

6. General Inspection – L. Repski
 - Some issues reported.
 - Report sent to Physical Plant to correct the issues.
 - Most significant issue was in the basement of Lockhart in TSC where an item was blocking access; they have been asked to remove this item.
 - Also noted that students are grouping in some areas, blocking electrical access so they can use plug-ins for computer charging.
 - Suggested that putting covers over the plug-ins will resolve the problem – this will be looked into by Physical Plant.

7. Security – M. Grainger
 - 4 security incidents in last month that were of concern.
 - M. Grainger has submitted a proposal to the Senior Executive Group to increase Security coverage.
 - The Safewalk and Safedrive programs will be advertised to increase awareness.
 - UWSA will promote the Safewalk program more. T. Turner suggested a meeting with the UWSA Executive and M. Grainger.
 - It was suggested that additional education may be needed, such as not wearing headphones at night.

D. **SAFETY INCIDENT REPORTS SUMMARY**

- N. Oree presented report: October = 5 incidents, November = 5 incidents. Some incidents reviewed.
- Damaged chairs; it was noted Physical Plant checks all chairs in classrooms at least once per term. Cleaners also put damaged chairs in the hallway for Physical Plant to repair.
- Metal grates at entrances to Buhler Centre have been presenting slip/fall problems; it was suggested these grates may need to be replaced with non-slip grates. A request from the Health & Safety Committee should be sent to Mike Thul, although he is aware of the problem.
- D. Pollock asked N. Oree to forward incident reports monthly to her for review from a risk & liability perspective.

E. **SAFETY PROGRAM**

- N. Oree reported that a review of the MSDS System is being undertaken.
- Also reviewing audiometric testing provider options.
- G. Pawlychka asked if there are courses available for Health & Safety Committee members. M. Walls responded that there are about 8 courses available and they are noted on the Health & Safety page of the provincial website

F. **OTHER BUSINESS**

1. Recruitment of Lab Safety Officer

- L. Repski advised there had been one failed search and the search committee will try again.

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2. Composting bins

- A review is being conducted by Physical Plant, Campus Sustainability Office and L. Repski, outside of this committee. L. Cann to work with M.Grainger on restricting traffic around the bins.

3. Ice off Wesley Hall

- L. Cann reported that a review of this process will be needed in order to meet codes.
- Solid tie downs are needed on the roof and these require annual engineer's inspection.
- A Lifeline is also needed which is to be inspected annually.
- N. Oree noted that portable anchors are available.
- It was noted that the window access process cannot be done unless there is a review of work procedures. Anchors may be needed in the stairwells.
- It was suggested a bucket truck may have to be used in the interim.
- N. Oree and L. Cann will work together to do a risk assessment and provide a report to this committee at the next meeting.

4. Review of Workplace Safety and Health Committee

- M. Walls reported a review of the terms of reference for the Committee is currently ongoing.

5. Bulman Centre Air Quality

- T. Turner reported that there has been a resurgence of reports of the smell of exhaust.
- These incidents should be reported immediately to the engineers or E. DuVal.
- It was noted that the charcoal filters are being changed regularly.
- Diversity Foods will be asked to remind their drivers not to idle their trucks in the area.
- It was suggested that security tapes could be reviewed at the time of occurrence and the companies who have trucks delivering at the time could be contacted to tell them to stop idling.
- UWSA wanted reassurances that the protocol is being followed.
- A report will be provided at the next meeting.

G. NEXT MEETING

The next meeting will be held on March 2, 2011.

H. E. DuVal/D. Williams moved to adjourn the meeting.

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E. DuVal for Susan Wiste

() Employee Co-Chair – Susan Wiste