

Workplace Safety & Health Committee

June 4, 2018

NDC – A111

1 – 3

MINUTES

Committee Members:

Mark Blackner/ Chair, Electrical, Mechanical & Manufacturing

Member Name, Member Title, Department
(Management Co-Chair)

David Major, Educational Assistant, Electrical

Robert Engley, Instructor, Electrical

Rob Ataman, Coordinator, Manufacturing

Jasvir Bharj, Instructor, Welding

Edward Schlosser, Instructor, Welding

Harold Tully, Instructor, Power Engineering

Victor Butts, Instructor, Manufacturing

Guests:

Kerilyn Zielinski, Safety & Training Coordinator, SHS

Jodi Pluchinski, Director, SHS

Jeff Gilbert, Student, RRC

Tara Luchuck, Administrative Assistant, EMM

Advisor

Advisor

Student Representation

Recorder

Call to Order: 1pm

STANDING ITEMS	DISCUSSION	ACTION ITEMS
1. Review and Acceptance of Agenda	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • <list item and person responsible> • <list item and person responsible> 	Action: Select a committee Co-Chair at the September meeting.
2. Approval of Previous Minutes <include date of minutes>	<input type="checkbox"/> Accepted – No previous Minutes <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • <list amendments> • <list amendments> 	
3. Review Action Items from Previous Minutes <include date of minutes>	➤ <List Action Item here> UPDATE: <include update here> Further Action Required? <input type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	Action: Person Responsible: Target Deadline:
	➤ <List Action Item here> UPDATE: <include update here> Further Action Required? <input type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	Action: Person Responsible: Target Deadline:
	➤ <List Action Item here> UPDATE: <include update here> Further Action Required? <input type="checkbox"/> Yes (see ACTION ITEMS) <input type="checkbox"/> No (item is closed and no further action required)	Action: Person Responsible: Target Deadline:

STANDING ITEMS	DISCUSSION	ACTION ITEMS
	<p>➤ <List Action Item here> UPDATE: <include update here></p> <p>Further Action Required? <input type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Person Responsible: Target Deadline:</p>
<p>4. Improvement Order Update - <insert name(s) responsible></p>	<ul style="list-style-type: none"> Workplace Safety & Health Committee structure: Committee meeting frequency is going from 4 to 17 committees. Development of a Safety and Health Program: how we're going to achieve compliance. 	<p>Action: Person Responsible: Target Deadline:</p>
<p>5. Review of Workplace Inspection Reports - <insert name(s) responsible></p>	<ul style="list-style-type: none"> Inspections of shop areas to occur quarterly – schedule inspections approx. 2 weeks before safety meetings so that areas of concern can be discussed. Safety committee members to conduct inspections of all shops encompassed in that department. 	<p>Action: Schedule safety inspections of shop areas Person Responsible: Safety Committee Target Deadline: Week of Sept. 10 – 14, 2018</p>
<p>6. Workplace Injury Reports - <insert name(s) responsible></p>	<ul style="list-style-type: none"> 	<p>Action: Person Responsible: Target Deadline:</p>
<p>7. Review Right to Refuse Investigation - <insert name(s) responsible></p>	<ul style="list-style-type: none"> 	<p>Action: Person Responsible: Target Deadline:</p>
<p>8. Review of Safe Work Procedures – Rob Funk, David Major, Rob Engley</p>	<ul style="list-style-type: none"> Hook knife SWP developed. 	<p>Action: Person Responsible: Target Deadline:</p>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
9. Review of Training and Education <i><insert name(s) responsible></i>	<ul style="list-style-type: none"> Basics Training – 1 hour sessions Right to Refuse – ½ hour session Safety & Health Committee Inspections – 1 hour session 	Action: Book all 3 training sessions for the fall. Person Responsible: Tara Target Deadline: Basics training to occur 2 nd week of September – need projector (FM28 or FM31). Other training sessions to occur in the Fall.

NEW BUSINESS					
1. B129 - Cut Wire					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Rob Engley	June 4, 2018	Cut ends of wire so that loose ends don't cause injury to staff / students.	Need Safe Work Procedure	Rob Engley	September 2018
<p>Request Response from Employer (i.e. Dean, Director, Executive Director, VP) This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward. The employee has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes Management Co-Chair Name: <u><insert name here></u> Date sent to employer: <u><insert date here></u></p>					

NEW BUSINESS					
2. B201 – Asbestos					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Dave Major	June 4, 2018	Asbestos joints were problematic as end caps were exposed.	Supposed to be repaired by June 1, 2018	David Major	June 1, 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.
 The employee has 30 days to respond in writing back to the Committee.

Yes
 Management Co-Chair Name: <insert name here>
 Date sent to employer: <insert date here>

NEW BUSINESS

3. B154 & Shear Room (Outside Bldg.)

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Edward Schlosser	June 4, 2018	Concrete outside overhead doors for B154 & shear room has heaved causing a tripping hazard.	Submit work order for repairs.	Tara Luchuck	June 5, 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.
 The employee has 30 days to respond in writing back to the Committee.

Yes
 Management Co-Chair Name: <insert name here>
 Date sent to employer: <insert date here>

Meeting Adjourned: <insert time>

NEW BUSINESS

4. Welding Booths / Grinding Area

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Edward Schlosser	June 4, 2018	Filters on extractors to be scheduled for change on a regular basis.	Contact Dave Wozny	Shylte Bloodworth	September 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

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 The employee has 30 days to respond in writing back to the Committee.

Yes
 Management Co-Chair Name: <insert name here>
 Date sent to employer: <insert date here>

NEW BUSINESS

5. Grinding Area

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Edward Schlosser	June 4, 2018	Ventilation in grinding area is out on a RFP.	Determine where RFP process is.	Kerilyn Zielinski	September 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

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Yes
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 Date sent to employer: <insert date here>

NEW BUSINESS

6. PAPR (Powered Air Purified Respirator)

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Mark Blackner	June 4, 2018	What department will be responsible for cleaning these? What budget will be used to pay for the cleanings?	Follow – up with PAPR concerns.	Kerilyn Zielinski	September 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

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 The employee has 30 days to respond in writing back to the Committee.

Yes
 Management Co-Chair Name: <insert name here>
 Date sent to employer: <insert date here>

NEW BUSINESS

7. B129 Safety Assessment

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Mark Blackner	June 4, 2018	Noise control, air quality and PPE are being tested. Not all texts are compiled.	Expect results in summer of 2018. Mark to share results with committee.	Mark Blackner	September 2018

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.
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Yes
 Management Co-Chair Name: <insert name here>
 Date sent to employer: <insert date here>

NEW BUSINESS

8. B168 Air Quality Testing

Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Mark Blackner	June 4, 2018	Air quality tests being conducted in CNC shop and main machine shop area. Air quality test previously came back as invalid. Subsequent test passed. Coolant testing failed due to a build up of yeast; working to clean coolant.			

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)

This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.
The employee has 30 days to respond in writing back to the Committee.

Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

NEXT MEETING: September 25, 2018 | 11:30 – 1:30

These Minutes require Management and Employee Co-Chair Signature.

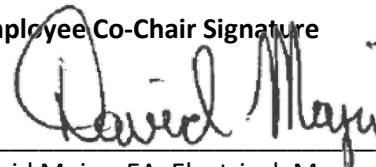
Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski - j.pluchinski@RRC.CA.

Management Co-Chair Signature



Mark Blackner, Chair, Electrical, Mechanical and Manufacturing June 5, 2018

Employee Co-Chair Signature



David Major, EA, Electrical, Mechanical and Manufacturing June 5, 2018

COPY OF MINUTES SENT TO THE FOLLOWING WITHIN 7 BUSINESS DAYS OF MEETING:

- WSH Committee Members
- Safety & Health Services – jpluchinski@RRC.CA
- WSH Branch – cominutes@gov.mb.ca
- Posted on designated WSH Committee bulletin board