

**Workplace Safety & Health Committee**  
**Facility Management & Building Services**  
**September 20, 2018**  
**10:05 – 11:00 am**  
**FM31**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Dave Wozny, A/Director, Facility Management
- Al Podzorski, Senior Technical Manager, Facility Management

**Employee Members:**

- Co-Chair** Vacant
- Dave Cushnie, Technical Officer, Facility Management
- Dustin Girard, Building Services Worker, Building Services
- Doug Worthing, Controls Technician, NDC Maintenance
- Matthew Crockett, Technical Officer, Facility Management

**Guests: Guest attendance approved by Co-Chairs**

Val Stewart, Administrative Assistant, Facility Management  
Jennifer Brydon, Health & Safety Officer, Safety & Health Services

Recorder  
Safety & Health Services

**Call to Order: 10:05 am**

<p><b>1. WELCOME AND INTRODUCTIONS</b></p>	<p>Dave Wozny, Management Co-Chair</p> <ul style="list-style-type: none"> <li>• New Temporary Management Member: Al Podzorski</li> <li>• New Employee Member: Matthew Crockett</li> <li>• Guest(s) and reason for attendance: Jennifer Brydon</li> </ul>	
<p><b>2. REVIEW AND ACCEPTANCE OF AGENDA</b></p>	<p><input checked="" type="checkbox"/> <b>Accepted</b></p> <p><input type="checkbox"/> <b>Amended – if amended, list items below</b></p> <ul style="list-style-type: none"> <li>• &lt;list item and person responsible&gt;</li> <li>• &lt;list item and person responsible&gt;</li> </ul>	
<p><b>3. APPROVAL OF May 31/18</b></p>	<p><input checked="" type="checkbox"/> <b>Accepted</b></p> <p><input type="checkbox"/> <b>Amended – if amended, list items below</b></p> <ul style="list-style-type: none"> <li>• &lt;list amendments&gt;</li> <li>• &lt;list amendments&gt;</li> </ul>	
<p><b>4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES May 31/18</b></p>	<p><b>Safety and health committee basic training was held with Keri.</b></p>	
<p><b>a. Kerilyn Zielinski to deliver basic committee training May 31, 2018</b> <b>UPDATE:</b> Training was held on September 12. Dustin was unable to attend and Matthew was not yet a member.</p> <p>Jennifer noted that all Safety &amp; Health Officers have been assigned to different committees; Jennifer was assigned to this committee and will now be our department’s main contact for safety &amp; health related issues.</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p><b>Action: Contact Kerilyn Zielinski to register for basic training.</b></p> <p><b>Person Responsible: Dustin Girard and Matthew Crockett</b></p> <p><b>Target Deadline:</b></p>	

5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team	DISCUSSION	ACTION ITEMS
a. Improvement Order Update	<ul style="list-style-type: none"> <li>The remaining order is for the development and implementation of the safety and health program. Safety and Health Services (SHS) is working on this, and may present components of the program to the committee members for their feedback. PHAC inspection occurred in June 2018. Minimal issues related to facilities were identified.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
b. Review of Workplace Inspection Reports	<ul style="list-style-type: none"> <li>SHS is working at developing an inspection program as part of the safety and health program. Training regarding workplace inspections will occur in late 2018. Committee members are required to perform inspections on a quarterly basis. Hazards identified at the time of inspection may require discussion and/or that recommendations for control measures are made to the employer.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
c. Workplace Injury Reports	<ul style="list-style-type: none"> <li>SHS will be keeping stats of <b>reported</b> incidents; these stats will be from 2018 and forward. These will be shared at upcoming meetings. It is critical that incidents are reported, particularly for the purpose of investigation and preventing a re-occurrence.</li> <li>Jennifer passed around the report.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
d. Review Right to Refuse Investigations	<ul style="list-style-type: none"> <li>Training will be provided for committee members in late 2018 regarding the process to investigate a right to refuse incident.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

<b>e. Review of Safety Work Procedures (SWPs)</b>	<ul style="list-style-type: none"> <li>• SHS can support the committees by providing a list of procedures requiring review and update. The department knows best which processes/equipment/etc are new and require new SWPs to be written. If training is required re. “how to” develop a SWP, please contact Kerilyn.</li> <li>• Jennifer asked for an update on the department’s SWPs. Dave stated for maintenance we have lots from the government but they haven’t been reviewed and signed off by RRC; Management needs to produce; the committee reviews.</li> </ul>	<b>Action: Connect with staff to commence work on the SWPs.</b> <b>Person Responsible: Dave Wozny</b> <b>Target Deadline:</b>
<b>f. Review of Training and Education for Committee Members</b>	<ul style="list-style-type: none"> <li>• Training currently available is the “Basics” session.</li> <li>• Dave stated more than one hour is required.</li> <li>• Working on Inspection training and Right to Refuse training.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>g. Musculoskeletal and Ergonomics Update</b>	<ul style="list-style-type: none"> <li>• Susan Thorvaldson was hired as Musculoskeletal &amp; Ergonomics Coordinator. Contact her directly if any related issues arise.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>h. Emergency Preparedness Update</b>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

6. NEW BUSINESS					
a. Elect Employee Co-Chair					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Wozny	Sept 20/18	<ul style="list-style-type: none"> <li>Dave stated an employee co-chair is required</li> <li>Also Kerilyn requested an additional maintenance employee be a member of this committee.</li> </ul>	<ul style="list-style-type: none"> <li>Doug Worthing offered to become the employee co-chair. All were in favor.</li> <li>Dave will pose to maintenance managers to hold an election for the maintenance employees (including downtown employees).</li> </ul>	n/a  Dave Wozny	
<p><b>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>            This is activated when the committee can no longer manage the issue. <b>It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward</b> to the employer. <b>The employer has 30 days to respond in writing back to the Committee.</b>            The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes            Management Co-Chair Name: &lt;insert name here&gt;            Date sent to employer: &lt;insert date here&gt;</p>					
b. Lower level clean-up – old chemical, barrels of oil					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

6. NEW BUSINESS					
Rudy Hirschfeld	Sept 20/18	<ul style="list-style-type: none"> <li>First issue is the chemicals stored in lower basement. Jennifer stated if we're uncertain as to what chemicals they are she can have someone come in to test/assess.</li> <li>Second issue is the non-chemical items gathering in the lower basement. This was on the 1-Life report.</li> </ul>	<ul style="list-style-type: none"> <li>Jennifer Brydon will contact Gary McMillan to help identify chemicals (must be clearly identified) and if any need to be kept. Start implementing system to manage going forward as well as using workplace labels. Assess needs and determine a suitable pickup location.</li> <li>Dave Wozny will contact Gary McMillan activate the cleaning-up non-chemical items.</li> </ul>	Jennifer Brydon  Dave Wozny	

**Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)**  
 This is activated when the committee can no longer manage the issue. **It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward** to the employer. **The employer has 30 days to respond in writing back to the Committee.**  
 The employer 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>

c. Mouse poison location					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> <li>Ceiling tiles are to be labelled where bait stations are located. Some aren't labelled and employees are unknowingly removing tiles then the bait falls onto them.</li> </ul>	<ul style="list-style-type: none"> <li>Dave Wozny will follow-up with James Hawthorne to ensure that the vendor labels all locations.</li> </ul>	Dave Wozny	

**6. NEW BUSINESS**
**Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)**

This is activated when the committee can no longer manage the issue. **It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward** to the employer. **The employer has 30 days to respond in writing back to the Committee.**

The employer 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>

**d. Gylcol storage**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> <li>Maintenance assistants are finding glycol stored in garbage cans in various air handler rooms, more so in Building A.</li> </ul>	<ul style="list-style-type: none"> <li>Jennifer contact Dave Sainsbury to determine where they are all located. Dave Wozny will notify Dave Sainsbury that Jennifer will be in contact with him.</li> </ul>	Jennifer Brydon and Dave Wozny	

**Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)**

This is activated when the committee can no longer manage the issue. **It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward** to the employer. **The employer has 30 days to respond in writing back to the Committee.**

The employer 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>

**e. Annual audiometric testing**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

6. NEW BUSINESS					
Jennifer Brydon	Sept 20/18	<ul style="list-style-type: none"> <li>S&amp;H currently working on a testing schedule for NDC starting November 13<sup>th</sup>; a block of times and dates will be provided for signup in a spreadsheet. Building Services employees need not be tested but all Facility Management staff must be tested.</li> <li>Also high noise areas have not been tested for a while so this will occur and signage will be updated with noise level range.</li> </ul>	<ul style="list-style-type: none"> <li>Val to ensure Gary McMillan and Rick Lang are on the testing list.</li> </ul>	Val Stewart	
<p><b>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>            This is activated when the committee can no longer manage the issue. <b>It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward to the employer. The employer has 30 days to respond in writing back to the Committee.</b>            The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes            Management Co-Chair Name: <u>&lt;insert name here&gt;</u>            Date sent to employer: <u>&lt;insert date here&gt;</u></p>					

**Meeting Adjourned: 11:00 am**

**NEXT MEETING: December 11, 2018**

**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 – [jpluchinski@rrc.ca](mailto:jpluchinski@rrc.ca)



Management Co-Chair Signature

  
\_\_\_\_\_  
Dave Wozny, A/Director Facility Management

SEPT 26/18  
Date

Employee Co-Chair Signature

  
\_\_\_\_\_  
Doug Worthing, Control Technician

Sept. 27/18  
Date

**Copy of minutes to be sent to the following within 7 business days of meeting:**

- WSH Committee Members
- Posted on designated WSH Committee bulletin board
- Dean or Director
- Safety & Health Services – [safety@rrc.ca](mailto:safety@rrc.ca)

Safety and Health Services will forward the meeting minutes to the Workplace Safety and Health Branch and post the minutes to the Sharepoint site.