

Workplace Safety & Health Committee

MINUTES

Electrical, Mechanical and Manufacturing

September 25, 2018

11:30 – 1:30

NDC – A111

Committee Members:

Management Members:

- Co-Chair** Mark Blackner, Chair, Electrical, Mechanical and Manufacturing

Employee Members:

- Co-Chair** Name, Member Title, Department
- David Major, Educational Assistant, Electrical
- Edward Schlosser, Instructor, Welding
- Harold Tully, Instructor, Power Engineering Technology – Mark to speak with Harold regarding his involvement with the committee
- Jasvir Bharj, Instructor, Welding
- Rob Engley, Instructor, Electrical
- Rob Ataman, Instructor, Manufacturing Technician / PMM
- Victor Butts, Instructor, Manufacturing Technician / PMM
- Student Rep** Devin Lowery, Power Engineering Technology, 1st Year

Guests: Guest attendance approved by Co-Chairs

Jennifer Brydon, Director, SHS

Tim Farrell, Instructor, Power Engineering Technology

Call to Order: 11:40 a.m.

1. WELCOME AND INTRODUCTIONS	
2. REVIEW AND ACCEPTANCE OF AGENDA	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • Audiometric testing • Select a committee co-chair
3. APPROVAL OF June 4, 2018 Minutes	<input checked="" type="checkbox"/> Accepted – Approved by Dave Major and Edward Schlosser <input type="checkbox"/> Amended – if amended, list items below
REVIEW ACTION ITEMS FROM PREVIOUS MINUTES June 4, 2018	
<p>a. Safety Inspections of Shop Areas June 4, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Safety Assessment completed. • STTC Safety Inspections to be completed; PPE to be the same as B129 until an inspection of STTC is completed. Safety glasses to be worn in all three labs in the STTC. Clear safety glasses to be worn (non – tinted). • Spray booth and metallurgy lab to be looked at. • Wait until documentation is available to complete safety inspections. <p>Further Action Required?</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<p>Action: Book Safety Inspections once documentation is available.</p> <p>Person Responsible: Jennifer Brydon</p> <p>Target Deadline:</p>

<p>b. Asbestos Filters in B201 June 4, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Dave Major met with Dave Wozny – area has been cleaned. <p>Further Action Required?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible:</p> <p>Target Deadline:</p>
<p>c. Filters on Extractors to be Changed on a Regular Basis June 4, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • No update provided <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>Action: Get update on frequency of filter changes.</p> <p>Person Responsible: Edward Schlosser</p> <p>Target Deadline:</p>
<p>d. RFP for Grinding Area June 4, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • No update provided <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>Action: Follow-up with Kerilyn</p> <p>Person Responsible: Jennifer Brydon</p> <p>Target Deadline:</p>
<p>e. PAPER – What Department is Responsible for Cleaning These</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Health and Safety to look after the cleaning of these. <p>Further Action Required?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible:</p> <p>Target Deadline:</p>

4. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team	DISCUSSION	ACTION ITEMS
a. Improvement Order Update	<ul style="list-style-type: none"> Safety Program – 11 Elements. Improvement order is due on Friday. Asking for closure. Biohazard labs are due in November and January. 	
b. Review of Workplace Inspection Reports	<ul style="list-style-type: none"> One Life Safety Assessment on Power Engineering Labs – Chemical storage issues. B129 Safety Assessment – air quality in the classrooms was assessed. Determined that the ventilation system is not equipped to handle the number of students. Although it is within industry standards, the decision was still made to vacate those classrooms. Safety eyewear, footwear and hearing protection is optional in the sticks. B168 Dust Extraction Table – log to be implemented in order to determine servicing needs. Annual maintenance log to accompany this. Safework procedures to be attached to table. Painting will no longer be permitted. 	Action: Person Responsible: Target Deadline:
c. Workplace Injury Reports	<ul style="list-style-type: none"> Metal Door Frame in B201 – Ackman moved it into the hallway. The door and frame has since been moved into the construction area. Jennifer shared a report of workplace injuries. 	Action: Person Responsible: Target Deadline:
d. Review Right to Refuse Investigations	<ul style="list-style-type: none"> None 	

e. Review of Safe Work Procedures	<ul style="list-style-type: none"> • Safe Work Procedure for Use of Cutting Tools (Rob Engley) – send electronically to Jennifer. • Safe Work Procedure for Dust Ext. Table – sent by Mark electronically to Jennifer. • Safe Work Procedures to be attached to equipment (except in the welding labs). To be reviewed every 3 years. Mark will be assigning staff with compiling SWP's. 	Action: Send signed safe work procedure for Use of Cutting Tools to Jennifer Person Responsible: Tara Luchuck Target Deadline: September 28, 2018 Action: Safe Work Procedures to be updated Person Responsible: Committee Members Target Deadline:
f. Review of Training and Education	<ul style="list-style-type: none"> • Basics – book through Kerilyn during lunch hour. • Right to Refuse – training not yet developed. • Inspections – training not yet developed. 	Action: Jennifer to reach out to Kerilyn about training Person Responsible: Jennifer Brydon Target Deadline:
g. Musculoskeletal and Ergonomics Update	<ul style="list-style-type: none"> • Susan Thorvaldson new Ergo Coordinator – staff to direct requests to Mark Blackner first. 	Action: Person Responsible: Target Deadline:
h. Emergency Preparedness Update	<ul style="list-style-type: none"> • Lock down procedures in STTC – no specific procedures at this time. 	Action: Person Responsible: Target Deadline:

6. NEW BUSINESS

a. BB09 Carpet Tripping Hazard					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Rob Engley	September 18, 2018	Carpeting in BB09 had become unattached, causing a tripping hazard	Work order submitted on September 18, 2018 with follow-up phone call made to Kevin Penner. Carpeting has been taped down for the time being.		

b. B168 Hallway “Do not sit in Hallway” signs					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
		Students are lounging in the hallway of B168.	Work order submitted on September 14, 2018 asking staff to hang signs to notify students not to sit in the hallways. Staff to address students lounging in hallways.		
c. Student Personal Belongings in Hallways					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
		Students are leaving jackets and backpacks into the classrooms, labs and hallways.	Instructors to convey to students that they need to purchase lockers for storing items. David Major – hallway B to be cleared of all tables and chairs.	David Major	Completed
d. Inspection Reports					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
e. STTC Safety Assessments					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
		STTC Safety Inspections to be completed; PPE to be the same as B129 until an inspection of STTC is completed. Safety glasses to be worn in all three labs in the STTC. Clear safety glasses to be worn (non – tinted).	Will occur in the near future.		

f. Audiometric Testing					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon		Testing to occur November 13 th , 14 th , 15 th , 16 th and 19 th .	Decibel labels to be posted to labs.		
g. Concrete Tripping Hazard – outside B154					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Edward Schlosser	June 4, 2018	Concrete has heaved creating a tripping hazard.	Work order no. 0034287 was submitted on June 5, 2018 – marked urgent. Assigned to Gary McMillan. No action has been taken.	Jennifer Brydon to follow up on work order.	
h. Information Protocols					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner		Proper protocol not being followed with respect to safety issues.	Staff to use discretion in who they forward issues to.		
i. Acetylene tanks to be chained or rail to be installed					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jasvir Bharj	September 25, 2018	Acetylene tanks are currently not in a railed area or chained	Work order no. 0031103 was submitted on October 12, 2017 by Val Howat. Room behind B154 where cylinders are stored - install rail in room where required. Jasvir Bharj is to be contacted as he will show contractor where rail is required. Jas can be reached at 3970. Assigned to Gary McMillan. No action has been taken.	Jennifer Brydon to follow up on work order.	

j. Select Committee co-chair					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	September 25, 2018		David Major to be the interim co – chair until Basics training is complete. Select a permanent co – chair at January 2019 meeting.	Committee	
7. REQUEST RESPONSE FROM EMPLOYER (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)					
<p>This is activated when the committee can no longer manage an issue. It is the responsibility of the Management Co-Chair to escalate the issue(s) and recommendation(s) forward to the employer. The employer has 30 days to respond in writing back to the Committee.</p> <p>Date sent to employer: <insert date here></p> <p>Items requiring response from Employer: <insert item numbers that require response from employer></p>					

Meeting Adjourned: 12:50 p.m.

NEXT MEETING: January 22, 2019 | 1 – 3 p.m. | A111

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

Management Co-Chair Signature

Mark Blackner

Mark Blackner

10/01/2018

Date

Employee Co-Chair Signature

David Major

David Major

10/03/2018

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

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