

Workplace Safety & Health Committee
Transportation Heavy Apprenticeship Trades
Thursday, September 27, 2018
8:30 am
Building Z, Room 113

MINUTES

Committee Members:

Management Members:

- Co-Chair Tom Grant, Chair, Transportation Heavy Apprenticeship Trades
- Mark Blackner, Chair, Electrical, Mechanical & Manufacturing

Employee Members:

- Co-Chair Dustin Blackwell, Instructor, Outdoor Power Equipment
- Jim Voth, Coordinator, Transportation Heavy Apprenticeship Trades
- Barry Lee, Instructor, Collision Repair & Refinishing
- Rodger Morris, Instructor, Boilermakers
- Barry Chetyrbok, Instructor, Boilermaker (Alternate)
- Student Rep** Niall Rasmussen, Automotive Diploma

Guests: Guest attendance approved by Co-Chairs

Jennifer Brydon, Manager, Environmental Health & Safety Services

To provide Safety & Health Services Updates

Call to Order: 8:42 am

<p>1. WELCOME AND INTRODUCTIONS</p>	<p>Dustin Blackwell</p>
<p>2. REVIEW AND ACCEPTANCE OF AGENDA</p>	<p> <input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • Phishing • Audiometric Testing • Building Signage </p>
<p>3. APPROVAL OF May 24, 2018 Minutes</p>	<p> <input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • Jim Voth will not be the co-chair, it will be Dustin Blackwell </p>
<p>4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <include date of minutes></p>	<p>Minutes from May 24, 2018 accepted Motioned by Barry Lee, 2nd by Tom Grant</p>
<p>a. First Aid Training for Staff May 24, 2018 UPDATE: Working with Kerilyn to set up dates for training for the staff.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Lori working with Kerilyn for the one day training to be done around Christmas. Person Responsible: Target Deadline:</p>
<p>5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team</p>	<p>ACTION ITEMS</p>
<p>a. Review of Workplace Inspection Reports</p>	<p> <ul style="list-style-type: none"> • Current working on a developing plan for training of staff for inspections • Looking at ideas for some different types of inspection tools for each area. <p>Action: Person Responsible: Target Deadline:</p> </p>

b. Workplace Injury Reports	<ul style="list-style-type: none"> Jennifer provided a report with all the workplace injuries with our area. For the future, we will pulling out specific data for each area. 	<p>Action: Person Responsible: Target Deadline:</p>
c. Review Right to Refuse Investigations	<ul style="list-style-type: none"> Currently developing a training package for staff. 	<p>Action: Person Responsible: Target Deadline:</p>
d. Review of Safe Work Procedures	<ul style="list-style-type: none"> All safe work procedures are up to date in the area. SWP should be sent to Safety@rrc.ca 	<p>Action: Person Responsible: Target Deadline:</p>
e. Review of Training and Education	<ul style="list-style-type: none"> Look at setting up basic training for all the committee members. Basic training takes approximately one hour. 	<p>Action: Lori to set up a time with Jennifer Person Responsible: Target Deadline:</p>
f. Musculoskeletal and Ergonomics Update	<ul style="list-style-type: none"> Susan Thorvaldson will be doing the Ergonomics and musculoskeletal setup for staff. 	<p>Action: Person Responsible: Target Deadline:</p>
g. Emergency Preparedness Update	<ul style="list-style-type: none"> Nicki Albus is the new Emergency Preparedness Coordinator. Look at changing our fire drills in the building to earlier in the year. Will invite Nicki to the next meeting for information on fire drills. 	<p>Action: Jennifer to talk to Nicki regarding fire drills in the building Person Responsible: Target Deadline:</p>
6. NEW BUSINESS		
a. Crane & Hoists		
Origin Name	Date of Origin	Issue
Action		Assigned To
Target Date		

Tom Grant	September 6, 2018	Crane & Hoist's need to look at yearly inspections as well as maintenance.	<ul style="list-style-type: none"> All staff is being trained on hoists Logbook missing from Crane Stephenson was in to inspect our hoists, and some of them have been locked out, Jennifer working with Stephenson to repair. Need to have Stephenson come in and let us know where they need to be repaired. 	<ul style="list-style-type: none"> Jennifer to contact Stephenson for more information. Tom to check on log book 	
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b. Work Orders

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Lori Thiessen	September 14, 2018	Issues with work orders being done.	<ul style="list-style-type: none"> Safety is meeting with Facilities to review work orders that are not completed. 	Jennifer working with Facilities to come up with a plan to have work orders completed in a timely manner.	

c. Phishing

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer	September 27, 2018	Phishing	<ul style="list-style-type: none"> IT has sent out an email regarding Phishing. There is training that is provided, safety is asking that all staff please do the training. 	Lori to send out email to all staff and student.	

d. Audiometric Testing

Origin Name	Date of Origin	Issue	Action	Assigned To
Jennifer	September 27, 2018	Staff receiving audiometric Testing	<ul style="list-style-type: none"> The Transportation staff will be going for their hearing tests on November 13, 2018. The Protec trailer will be located by the powerhouse with a staging area in B1 hallway. If staff are unable to attend on November 13, 2018 they will be asked to make an appointment on their own time to have their hearing test. Safety is currently working on developing criteria for Molded (custom) hearing protection. 	Jennifer is currently working on the criteria for molded hearing protection.
e. Building Signage				
Origin Name	Date of Origin	Issue	Action	Assign To
Tom Grant	September 27, 2018	Building Z name change	<ul style="list-style-type: none"> Building Z's name has changed from Transportation Heavy Apprenticeship Trades to Vehicle Technology & Research Centre The college is working on of putting up signage on the east side of the building. 	
7. 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 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.

Date sent to employer: <insert date here>

Items requiring response from Employer: <insert item numbers that require response from employer>

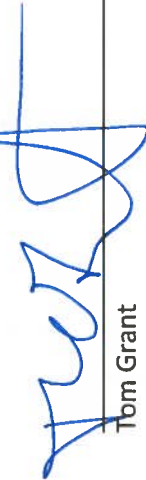
Meeting Adjourned: 9:40 am

NEXT MEETING: Thursday, November 22, 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

Management Co-Chair Signature



Tom Grant

Date

11/9/18

Employee Co-Chair Signature



Dustin Blackwell

Date

11/9/18

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.