

**Workplace Safety & Health Committee  
Building C  
October 1, 2018  
10:00-11:00 a.m.  
FM28 Notre Dame Campus**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Angel King, Supervisor, Security Service
- Danielle Puddicombe, Research Coordinator

**Alternate:**

- TBD
- TBD

**Employee Members:**

- Co-Chair** Andrew Moyer, Security Officer
- Kris Joyal, Information Security Analyst
- Laura Hnatiuk, Sustainability Coordinator
- Katalin Martin, Administrative Assistant
- Nicki Albus, Coordinator, Emergency, Preparedness
- Shawn Eaton, Instructor, Stevenson Aviation, Southport
- Anita Keith, Instructor, College Transition

**Alternate:**

- TBD
- Dorothy Ford, Sr. Information Security Analyst
- Kale Kostick, Resource Reduction Assistant
- TBD
- TBD
- TBD
- TBD

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

- Jodi Pluchinski, Director, Safety and Health Services
- Michelle Tabaka, Administrative Assistant, Safety & Health Services

Provide SHS Updates  
Recorder

**1. CALL TO ORDER: 10:05 a.m.**

**2. WELCOME AND INTRODUCTIONS Angel King**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

**4. APPROVAL OF MINUTES FROM LAST MEETING: May 31, 2018**

- Accepted
- Amended – if amended, list items below
  - Approval of minutes deferred until next meeting.

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES: May 31, 2018**

No actions from previous minutes.

**6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)**

**a. Review of Improvement Orders**

**Update:**

- Issued by Provincial and Federal (PHAC).
- RRC had 22 provincial improvement orders; all but one (1) have been closed. SHS provided compliance submission to Workplace Safety & Health Division on September 27<sup>th</sup> and expect we will be compliant.

	<ul style="list-style-type: none"> <li>RRC has several PHAC improvement orders in regards to Bio-Safety. SHS members, Jennifer Brydon and Soha Baddour, are currently developing an implementation plan. Updates will be provided as submitted.</li> </ul>
<b>Action:</b>	
<b>Person Responsible:</b>	<b>Target Deadline:</b>

**b. Workplace Injury Reports**

<b>Update:</b>	<ul style="list-style-type: none"> <li>All injuries are entered into Incident Tracker.</li> <li>Using the tracker, we can capture a variety stats and print reports.</li> <li>The stats are analyzed to determine if an injury prevention plan needs to be developed.</li> <li>Highest injury rates are in the piping field – non emergent, cutting, burning fingers when threading pipes.</li> <li>Stats will be presented to Safety Leadership Team prior to sending to Committees.</li> <li>Need to develop WCB process to ensure information is reported and consistent with the tracker. RRC WCB claims is very low at \$69-84K/yr.</li> </ul>
<b>Action:</b>	
<b>Person Responsible:</b>	<b>Target Deadline:</b>

**c. Review of Training and Education**

<b>Update:</b>	<ul style="list-style-type: none"> <li>As per legislation, committee members are required to take training.</li> <li>SHS will provide the following 3 training sessions prior to December:             <ul style="list-style-type: none"> <li>Basics – fundamentals of WSH – 1 hour</li> <li>Right to Refuse – 20 minutes&gt;</li> <li>Inspection Training – 1 hour. Best way to do inspections at RRC; generate templates. As per legislation entire site needs to be done annually. This is not attainable this year.</li> </ul> </li> <li>Members who have SAFEWORK training need to still attend these sessions.</li> </ul>
<b>Action:</b>	Training sessions to be set up.
<b>Person Responsible:</b>	Jodi Pluchinski/Michelle Tabaka
<b>Target Deadline:</b>	End of November/Early December

**d. Smoking Enforcement Challenges**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Many Universities and Colleges are moving towards a Smoke Free campus.</li> <li>RRC Executive have agreed RRC to proceed in this direction.</li> <li>SHS did a Canadian-wide environmental scan. Campuses are in different varying places.</li> <li>RRC has 8-10 smoking areas; have been directed to reduce over this year.</li> </ul>
<b>Action:</b>	Smoke area by building Z needs to be closed down immediately.
<b>Person Responsible:</b>	Angel King
<b>Target Deadline:</b>	IMMEDIATELY

**7. NEW BUSINESS**
**a. IT Training - PHISHING**

<b>Origin Name:</b>	Jodi Pluchinski	<b>Date of Origin:</b>	
<b>Issue:</b>	Advised at Risk Control Committee that October is Security Awareness month. On-line training can be found on The Hub under LEARN. Posters will be put up throughout campus shortly. Members to encourage staff to take the on-line training.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**b. RRC Safety Manual**

<b>Origin Name:</b>	Jodi Pluchinski	<b>Date of Origin:</b>	
<b>Issue:</b>	In conjunction with 1-Life, SHS and high risk groups met in June to develop a safety manual. Met again in July to review draft. In process of setting up meeting to review final. Manual is a living document that will include critical tasks, policies, discipline procedures. End of October/early November plan to send out to RRC to review and provided feedback to be implemented in early January.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**c. RPI Update – MotiveLab**

<b>Origin Name:</b>	Danielle Puddicombe	<b>Date of Origin:</b>	
<b>Issue:</b>	The MotiveLab is a treadmill for buses and is scheduled to be operational in two weeks. RRC has taken ownership. Insurance claims are being handled by Kevin Dickson. Have had challenges with Ackman. Stop on dyno should be resolved next week.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**d. RPI Update – Culinary Research Program/Cannabis License**

<b>Origin Name:</b>	Danielle Puddicombe	<b>Date of Origin:</b>	
<b>Issue:</b>	Received grant to create a culinary kitchen on 11 <sup>th</sup> floor of PGI building. Will be applying for cannabis license to do research of cannabis in food. Federal guidelines will be followed for storage. Mavis McRae, Rick Lange and Angel King working on security.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**e. Emergency Response Team**

<b>Origin Name:</b>		<b>Date of Origin:</b>	October 1, 2018
<b>Issue:</b>	Members should have an alternate available to attend in their absence. Members to provide alternates.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**f. Committee Membership**

<b>Origin Name:</b>	Nicki Albus	<b>Date of Origin:</b>	October 1, 2018
<b>Issue:</b>	We are currently non-compliant with the number of volunteers for our ERT. Training will be provided for new volunteers. Looking for 1-2 members per floor.		
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

**8. REQUEST FOR RESPONSE FROM EMPLOYER (ie. 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.**

<b>Date Sent to Employer:</b> N/A	<b>Items requiring response from Employer:</b>
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If the committee has issues that cannot be resolved, an email is sent from the Co-Chairs to Arnold Bolt outlining the issues. The Safety Leadership Teams has 30 days to respond with recommendations for resolution.

**9. MEETING ADJOURNED: 10:45 a.m.**

**10. NEXT MEETING: T.B.D. (3 months)**


**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:**

  
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Angel King Date

**Employee Co-Chair Signature:**

  
\_\_\_\_\_  
Andrew Moyer 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.