

e. Review of Safe Work Procedures

Discussion: • Committee members would review these and ensure they are up to date. Over the last year, Brent indicated the past safety committee had been working towards standardizing the safe work procedures in carpentry. Refrigeration SWPS just need to be formatted as do Plumbing's.

Action: To review, standardize and update Carpentry, Refrigeration and Piping trades SWPs

Person Responsible: Brent Sharp, Barry Law, Jeff Yount

Target Deadline: December, 2018

f. Review of Training and Education

Discussion: • Basic, inspection and right to refuse training is being developed

Action: To develop and deliver this training

Person Responsible: Jennifer Brydon

Target Deadline: December, 2018

g. Musculoskeletal and Ergonomics Update

Update: • Jennifer reported that Susan Thorvaldson was hired as the Musculoskeletal and Ergonomics coordinator for the College.

Action:

Person Responsible:

Target Deadline:

h. Emergency Preparedness Update

Discussion: • Nicki Albus has joined Workplace Safety and Health as the emergency preparedness Coordinator.

Action:

Person Responsible:

Target Deadline:

7. NEW BUSINESS

a. Automotive Students and Dirty Coveralls

Origin Name: Matthew Fontaine

Date of Origin: October 9, 2018

Issue: Matthew expressed a concern that students are not allowed food or drink in the shops yet students, especially those in autobody programs, wear their soiled coveralls outside the shop area and sit in the common eating areas.

Action: Brent Sharp and Matthew Fontaine to speak to Transportation Chair Tom Grant about this issue.

Assigned to: Brent Sharp and Matthew Fontaine

Target Date: November, 2018

b. Smoking area outside of J building

Origin Name:

Date of Origin: October 9, 2018

Issue: Many people are smoking outside of the entrance to J building. There should not be smoking within 20 metres of the entrance to the building.

Action: Jennifer to speak to security regarding this issue, with the intention of clarifying where smoking areas are and to determine if this one is too close to the

entrance to J building (Under the ramp).

Assigned to: Jennifer Brydon

Target Date: November, 2018

8. MEETING ADJOURNED:

12:36 p.m.

9. NEXT MEETING:


To be determined

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:

Employee Co-Chair Signature:


Mihchael Watson _____ Date


Brent Sharp _____ 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.