

**Workplace Safety & Health Committee**  
**Transportation Heavy Apprenticeship Trades**  
**Thursday, November 22, 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  
Nicki Albus, Coordinator, Emergency Preparedness  
David Malo, Health & Safety Officer

To provide Safety & Health Services Updates

**Call to Order: 8:36 am**

<p><b>1. WELCOME AND INTRODUCTIONS</b></p>	<p>Tom Grant</p>
<p><b>2. REVIEW AND ACCEPTANCE OF AGENDA</b></p>	<p> <input type="checkbox"/> Accepted  <input checked="" type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> <li>• Committee Workflow</li> </ul> </p>
<p><b>3. APPROVAL OF September 27, 2018 Minutes</b></p>	<p> <input checked="" type="checkbox"/> Accepted  <input type="checkbox"/> Amended – if amended, list items below </p>
<p><b>4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES &lt;include date of minutes&gt;</b></p>	<p>Minutes from September 27, 2018 accepted Motioned by Dustin Blackwell, 2<sup>nd</sup> by Barry Lee</p>
<p>a. <b>First Aid Training for Staff</b> b. <b>UPDATE:</b> 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><b>Action:</b> Lori working with Kerilyn for the one day training to be done around Christmas.  <b>Person Responsible:</b>  <b>Target Deadline:</b></p>
<p><b>5. SAFETY AND HEALTH SERVICES UPDATE</b> Provided by SHS team</p>	<p><b>DISCUSSION</b></p>
<p>a. <b>Review of Workplace Inspection Reports</b></p>	<p><b>Nothing to report</b></p> <ul style="list-style-type: none"> <li>• Current working on a developing plan for training of staff for inspections</li> <li>• Looking at ideas for some different types of inspection tools for each area.</li> </ul> <p><b>Action:</b>  <b>Person Responsible:</b>  <b>Target Deadline:</b></p>

<p><b>b. Workplace Injury Reports</b></p>	<ul style="list-style-type: none"> <li>There has been some minor injuries in the shops in the past month. In each instance, protocol was followed and all reports have been submitted.</li> </ul>	<p><b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b></p>
<p><b>c. Review Right to Refuse Investigations</b></p>	<ul style="list-style-type: none"> <li>Currently developing a training package for staff.</li> </ul>	<p><b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b></p>
<p><b>d. Review of Safe Work Procedures</b></p>	<ul style="list-style-type: none"> <li>All safe work procedures are up to date in the area.</li> <li>SWP should be sent to <a href="mailto:Safety@rrc.ca">Safety@rrc.ca</a></li> <li>Will be setting up a sub committee consisting of Dustin Blackwell, Tom Grant and David Malo to look at setting up training for faculty on what they are responsible for as far as safety in the shops.</li> </ul>	<p><b>Action: Lori to set up the subcommittee meeting</b> <b>Person Responsible:</b> <b>Target Deadline:</b></p>
<p><b>e. Review of Training and Education</b></p>	<ul style="list-style-type: none"> <li>Will be setting up basic training for all the committee members on the Workplace Health and Safety Committee. The training will take approximately one hour and all members must attend.</li> </ul>	<p><b>Action: Lori to set up a day/time with Dave Malo</b> <b>Person Responsible:</b> <b>Target Deadline:</b></p>
<p><b>f. Musculoskeletal and Ergonomics Update</b></p>	<ul style="list-style-type: none"> <li>Susan Thorvaldson will be doing the Ergonomics and musculoskeletal setup for staff.</li> </ul>	<p><b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b></p>

<b>g. Emergency Preparedness Update</b>		<ul style="list-style-type: none"> <li>Muster points signage are being developed for the Transportation department.</li> <li>The Emergency Response Team is looking for a coordinator and fire marshals for each of the buildings. There will be an email and a meeting notice coming out shortly.</li> <li>Possibly looking at changing the fire drill schedule for building M &amp; Z to having it earlier in the school year like in October or November.</li> <li>Working on changing and updated the lock down drill.</li> <li>For the building M &amp; Z compound, there will be extra keys in boxes that can be used in the case of an emergency.</li> </ul>	<p><b>Action:</b> Nicki to talk to Walter Anderson about compound keys in the boxes.  <b>Person Responsible:</b>  <b>Target Deadline:</b></p>
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**6. NEW BUSINESS**

<b>a. Hearing Protection/Molded hearing protection</b>					
<b>Origin Name</b>	<b>Date of Origin</b>	<b>Issue</b>	<b>Action</b>	<b>Assigned To</b>	<b>Target Date</b>
Tom Grant	November 22, 2018	Molded hearing protection looking at staff and the noise level	<ul style="list-style-type: none"> <li>A meeting will be scheduled with Tom Grant, Jennifer Brydon and David Malo to review the criteria for molded hearing protection.</li> <li>Molded hearing protection will be charged to each departments budget and will be looked at on a case-by-case basis.</li> <li>There will be noise level testing in the building J, M, and Z shops in January/February 2019.</li> </ul>	<ul style="list-style-type: none"> <li>Lori to set up a meeting with Jennifer, David, Tom.</li> </ul>	

<b>b. Signage</b>					
<b>Origin Name</b>	<b>Date of Origin</b>	<b>Issue</b>	<b>Action</b>	<b>Assigned To</b>	<b>Target Date</b>
Tom Grant	November 22, 2018	Building signage	<ul style="list-style-type: none"> <li>The Workplace Safety and Health Committee is required to have a bulletin board. Looking at posting a bulletin board in each of building J, M, Z as well as having information on the website for staff to access.</li> <li>There will be new signage for PPE for all the areas</li> </ul>		
<b>c. Committee Flow</b>					
<b>Origin Name</b>	<b>Date of Origin</b>	<b>Issue</b>	<b>Action</b>	<b>Assigned To</b>	<b>Target Date</b>
Jennifer Brydon	November 22, 2018	WSH Committee Workflow Chart	<ul style="list-style-type: none"> <li>See attached</li> </ul>		
<b>7. REQUEST RESPONSE FROM EMPLOYER (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>					
<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: &lt;insert date here&gt;</p> <p>Items requiring response from Employer: &lt;insert item numbers that require response from employer&gt;</p>					

**Meeting Adjourned: 9:43 am**

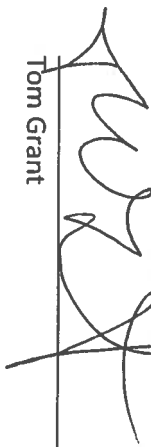
**NEXT MEETING: Thursday, January 22, 2019**

**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)

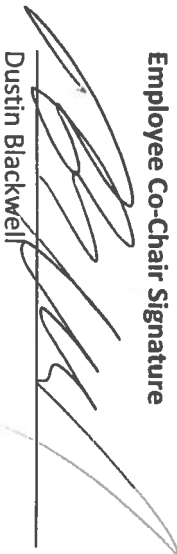
Management Co-Chair Signature



Tom Grant

Date Nov 30, 2018

Employee Co-Chair Signature



Dustin Blackwell

Date Nov 30, 2018

**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.