

**Workplace Safety & Health Committee**  
**Facility Management & Building Services**  
**December 11, 2018**  
**10:05 – 11:45 am**  
**FM31**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Dave Wozny, A/Director, Facility Management
- Al Podzorski, Senior Technical Manager, Facility Management

**Employee Members:**

- Co-Chair** Doug Worthing, Controls Technician, NDC Maintenance
- Dave Cushnie, Technical Officer, Facility Management
- Dustin Girard, Building Services Worker, Building Services
- Matthew Crockett, Technical Officer, Facility Management
- Greg Grande, Electrician, NDC Maintenance

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

Val Stewart, Administrative Assistant, Facility Management  
Jennifer Brydon, Health & Safety Officer, Safety & Health Services  
David Malo, Health & Safety Officer, Safety & Health Services

Recorder  
Safety & Health Services  
Safety & Health Services

**Call to Order: 10:05 am**

<p><b>1. WELCOME AND INTRODUCTIONS</b></p>	<p>Doug Worthing, Employee Co-Chair</p> <ul style="list-style-type: none"> <li>• New Employee Member: Greg Grande</li> <li>• Guest: Dave Malo, Health &amp; Safety Officer</li> </ul>
<p><b>2. REVIEW AND ACCEPTANCE OF AGENDA</b></p>	<p><input checked="" type="checkbox"/> Accepted  <input type="checkbox"/> Amended – if amended, list items below</p>
<p><b>3. APPROVAL OF September 20/18</b></p>	<p><input type="checkbox"/> Accepted  <input checked="" type="checkbox"/> Amended – if amended, list items below</p> <ul style="list-style-type: none"> <li>• 5.e is Safe (not Safety) Work Procedures</li> </ul>
<p><b>4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES September 20/18</b></p>	<p>Safety and health committee basic training was held with Kerilyn.</p>

<p><b>a. Kerilyn Zielinski to deliver basic committee training May 31, 2018</b>  <b>UPDATE:</b> Training was held on September 12. Dustin was unable to attend and Matthew was not yet a member.</p> <p>Jennifer noted that all Safety &amp; Health Officers have been assigned to different committees; Jennifer was assigned to this committee and will now be our department's main contact for safety &amp; health related issues.</p> <p><b>December 11, 2018</b></p> <ul style="list-style-type: none"> <li>Matthew noted he contacted Kerilyn and there was a training session the following day but he was already booked in meetings.</li> <li>Jennifer noted that Dave Malo will now be the Safety &amp; Health Officer assigned to this committee as well as Facility Management's main contact for safety &amp; health related issues. Dave M will connect with Kerilyn regarding the basic committee training for Dustin, Matthew and Greg, who will then contact them.</li> </ul> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No (item is closed and no further action required)</p>	<p><b>Action: Dave will connect with Kerilyn; Dave will then connect with Matthew, Dustin and Greg who also requires training.</b>  <b>Person Responsible: Dave Malo, Dustin Girard, Matthew Crockett, Greg Grande</b>  <b>Target Deadline:</b></p>
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**b. Elect Employee Co-Chair**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Wozny	Sept 20/18	<ul style="list-style-type: none"> <li>Dave stated an employee co-chair is required</li> <li>Also Kerilyn requested an additional maintenance employee be a member of this committee.</li> </ul>	<ul style="list-style-type: none"> <li>Doug Worthing offered to become the employee co-chair. All were in favor.</li> <li>Dave will pose to maintenance managers to hold an election for the maintenance employees (including downtown employees).</li> <li><b>December 11/18: An election was held and Greg Grande was voted in as the new member.</b></li> </ul>	n/a  Dave Wozny	<b>CLOSED</b>

**c. Lower level clean-up – old chemical, barrels of oil**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
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Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> <li>Ceiling tiles are to be labelled where bait stations are located. Some aren't labelled and employees are unknowingly removing tiles then the bait falls onto them.</li> </ul>	<ul style="list-style-type: none"> <li>Dave Wozny will follow-up with James Hawthorne to ensure that the vendor labels all locations.</li> <li><b>December 11/18: Dave W spoke with James H who spoke to Abell Pest Control whom have not used this method in past 10 years and we have no records from previous vendor. A lengthy discussion was held on how to safely open a ceiling tile. Dave W will direct maintenance department to produce a SWP for opening ceiling tiles. In the interim, wear safety glasses and a mask and open the tile more in the centre as bait stations were typically placed on the edges. If one is found, report to Building Services.</b></li> </ul>	Dave Wozny	<b>ONGOING</b>
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**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 the issue. **It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward** to the employer. **The employer has 30 days to respond in writing back to the Committee.**  
 The employer has 30 days to respond in writing back to the Committee.

Yes  
 Management Co-Chair Name: <insert name here>  
 Date sent to employer: <insert date here>

**e. Gylcol storage**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> <li>Maintenance assistants are finding glycol stored in garbage cans in various air handler rooms, more so in Building A.</li> </ul>	<ul style="list-style-type: none"> <li>Jennifer contact Dave Sainsbury to determine where they are all located. Dave Wozny will notify Dave Sainsbury that Jennifer will be in contact with him.</li> <li><b>December 11/18: Jennifer discussed with Dave W and Gary but not much progress as Gary was unaware of this issue. Doug stated he knows the locations so will show Jennifer, Dave W, and Dave M after meeting.</b></li> </ul>	<ul style="list-style-type: none"> <li>Jennifer Brydon</li> <li>Dave Wozny</li> <li>Doug Worthing</li> <li>Dave Malo</li> </ul>	<b>ONGOING</b>

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Yes  
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 Date sent to employer: <insert date here>

**f. Annual audiometric testing**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon	Sept 20/18	<ul style="list-style-type: none"> <li>S&amp;H currently working on a testing schedule for NDC starting November 13<sup>th</sup>; a block of times and dates will be provided for signup in a spreadsheet. Building Services employees need not be tested but all Facility Management staff must be tested.</li> <li>Also high noise areas have not been tested for a while so this will occur and signage will be updated with noise level range.</li> </ul>	<ul style="list-style-type: none"> <li>Val to ensure Gary McMillan and Rick Lang are on the testing list.</li> <li><b>December 11/18: all testing was done. Dave M stated all Managers/Chairs were emailed for scheduling of high noise levels in their department. Once areas are tested, new signage will be posted.</b></li> </ul>	Val Stewart	<b>CLOSED</b>

5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team	DISCUSSION	ACTION ITEMS
a. Improvement Order Update	<ul style="list-style-type: none"> <li>Nothing to report.</li> <li>As information only, Jennifer provided an update on a classroom setting incident which could also be relevant to this group.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

<b>b. Review of Workplace Inspection Reports</b>	<ul style="list-style-type: none"> <li>• SHS is currently working on templates.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>c. Workplace Injury Reports</b>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>d. Review Right to Refuse Investigations</b>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>e. Review of Safe Work Procedures (SWPs)</b>	<ul style="list-style-type: none"> <li>• Dave W stated no action has been done on this. All are in MIT format. Dave M and Dave W will plan to start reviewing.</li> </ul>	<b>Action: Connect with staff and Dave M to commence work on the SWPs.</b> <b>Person Responsible: Dave Wozny</b> <b>Target Deadline:</b>
<b>f. Review of Training and Education for Committee Members</b>	<ul style="list-style-type: none"> <li>• Finalizing Right to Refuse training; target audience is for WSH committees.</li> <li>• Dave W stated he would like to see managers provided with training on how to react when an employee exercises their right to refuse.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>g. Musculoskeletal and Ergonomics Update</b>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>h. Emergency Preparedness Update</b>	<ul style="list-style-type: none"> <li>• A building fire alarm many students knew and were gone from building already; Nicki aware of and looking into.</li> <li>• Greg stated that communication between maintenance, security and ERT is poor.</li> </ul>	<b>Action: Invite Nicki Albus to next meeting to update on ERT.</b> <b>Person Responsible: Jennifer Brydon</b> <b>Target Deadline:</b>

6. NEW BUSINESS					
a. Mercury spill in sub-basement					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> <li>During review of sub-basement a steam flow meter was moved and mercury was spilled. Cleaned enough at time to suppress the spill then called Clean Harbors to remove the remainder and is now completely remediated.</li> </ul>	Dave W to email Jennifer and Soha the mercury inventory (Soha is the contact for chemicals/disposal.)	Dave W	
<p><b>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>            This is activated when the committee can no longer manage the issue. <b>It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward</b> to the employer. <b>The employer has 30 days to respond in writing back to the Committee.</b>            The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes            Management Co-Chair Name: &lt;insert name here&gt;            Date sent to employer: &lt;insert date here&gt;</p>					
b. Committee Flow-Chart					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon	Dec 11/18	Jennifer presented each committee member with a flow-chart and reviewed it (will be attached to minutes).	No action required.		
c. Fall Protection Training					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

6. NEW BUSINESS					
Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> <li>• Dave M spoke on the issue. Stated lots of training was done through HazMasters this month but we are now moving towards in-house training that will be tailored to our needs; SHS met with Dave W regarding this. External training is generic. In-house training will be split into two: one for full heights training and another for ladder only (no harness required).</li> <li>• Greg asked if there's an expiry on training. Dave M explained Legislation doesn't state an expiration. Regulation states an employer must train their workers. Employer can also perform toolbox refresher training sessions.</li> </ul>	Develop a training plan.	Dave Malo	
<p><b>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>            This is activated when the committee can no longer manage the issue. <b>It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward to the employer. The employer has 30 days to respond in writing back to the Committee.</b>            The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes            Management Co-Chair Name: <u>&lt;insert name here&gt;</u>            Date sent to employer: <u>&lt;insert date here&gt;</u></p>					
d. Contractor Safety Program Update					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

**6. NEW BUSINESS**

Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> <li>• Dave M emailed a copy to Dave W. Currently have a 4 page checklist; working on one that has more information but will use the two together. Matthew asked if training in a specific area could be performed as an orientation. Dave M stated yes; this is more feasible.</li> <li>• Dave W asked if Doug (worker co-chair) could be part of review.</li> </ul>	Developing a new contractor safety program and review with Dave W and Doug. Once agreed upon, it will be presented to this committee.	Dave Malo	
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Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

**e. Machine Guarding**

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
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6. NEW BUSINESS					
Dave Wozny	Dec 11/18	<ul style="list-style-type: none"> <li>• Dave W asked for update on machine guarding. Dave M stated they anticipate there are 600 machines to be assessed and approx. 400 are complete. All assessment info is entered on a website that lists and ranks each one.</li> <li>• Greg asked what an employee is to do if a guard has been modified or disabled. Employee is to notify supervisor, supervisor to notify Director who will notify SHS.</li> </ul>	Dave W to inform staff at next staff meeting of the process/proper channels if a hazard is noticed.	Dave Wozny	
<p><b>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)</b>            This is activated when the committee can no longer manage the issue. <b>It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward</b> to the employer. <b>The employer has 30 days to respond in writing back to the Committee.</b>            The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes            Management Co-Chair Name: <u>&lt;insert name here&gt;</u>            Date sent to employer: <u>&lt;insert date here&gt;</u></p>					
f. HETC Roof Tie-Off					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Greg Grande	Dec 11/18	Recently Greg and Karl were on HETC roof to re-install lamps removed by contractor. There were no tie-off areas but used a certified rope on the skylight to tie-off. Is this acceptable?	<ul style="list-style-type: none"> <li>• Dave M will go onto roof to review, inspect and assess as there are acceptable ways to tie-off in these situations.</li> <li>• Dave W stated roof assessments were performed for tie downs which Jodi has; Dave M will get from Jodi.</li> </ul>	Dave Malo  Dave Malo	

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Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

**Meeting Adjourned: 11:45 am**

**NEXT MEETING: March 12, 2019**

**These Minutes require Management and Employee Co-Chair Signature:**

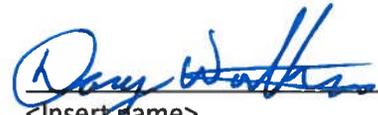
Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski – [jpluchinski@rrc.ca](mailto:jpluchinski@rrc.ca)

**Management Co-Chair Signature**

  
\_\_\_\_\_  
<Insert name>  
DAVE WOSNY.

DEC 20/2018  
Date

**Employee Co-Chair Signature**

  
\_\_\_\_\_  
<Insert name>

DEC 19/18  
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.