

Workplace Safety & Health Committee

Ancillary Services

December 12th 2018

10:00 a.m. – 10:45 a.m.

NDC – FM31

MINUTES

Committee Members:

Management Members:

- CO CHAIR** Todd Buchanan, Director of Ancillary Services, Ancillary Services
- Jill Patterson, Manager, Deaf & Hard of Hearing Services
- Sue Sydorhchuck, Director, RRC Early Childhood Centre
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department

Employee Members:

- Breanna Sawatzky, Mental Health Coordinator, Counselling & Accessibility Services
- Stacey Thorarinson, Associate Registrar, Student Engagement
- Shawn Lapierre, Student Records Officer, Enrolment Services
- Jamie Lee, Shipper/receiver, Materials Management
- Margarita Natcheva, Immigrant Student Advisor, International Education
- Lauren Slegers, Students' Association
- Adrian Johnson, Educational Assistant, Library Services
- Solomon Koodoo, Campus Store

Guests (Guest attendance approved by Co-Chairs):

Marleen Belo, Safety & Health Officer, SHS

Minute taker/SHS update

Absent: Soloman

1. CALL TO ORDER:

10:00 a.m.

2. WELCOME AND INTRODUCTIONS

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
 - Power bar purchasing

4. APPROVAL OF MINUTES FROM LAST MEETING <September 26th 2018>

- Accepted
- Amended – if amended, list items below
- <list item and person responsible>
 - <list item and person responsible>

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>
a. Air Circulation in Library

Update:	• To take place in January		
Further Action Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:	Air quality monitoring to take place in January		
Person Responsible:	Jennifer Brydon	Target Deadline:	Jan 2018

b. Temperature in D Building

Update:	• Kerilyn sent guidelines out to committee members. Some members did not receive.		
Further Action Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:	Todd to follow-up and re send to everyone		
Person Responsible:	Todd	Target Deadline:	Jan 2018

c. PPE Concern

Update:	• Soha from SHS completed an inspection report which outlined 94 corrective actions. The department is working on three corrective actions currently: 1) Generating SWP's 2) WHMIS Inventory 3) and PPE requirements.		
Further Action Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
Action:	Ongoing		
Person Responsible:		Target Deadline:	Ongoing

d. Overhead door Safety sensor

Update:	• Work order was submitted, but not yet completed		
Further Action Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:	Follow up with work order status		
Person Responsible:	Jamie Lee	Target Deadline:	Jan 2018

Training: Training is not quite ready yet – expected in January

Committee communication: Marleen provided documents for members to share with co workers

<Insert committee meeting date>

Discussion:	• Fire drill miscommunications.		
Action:	Communicate with co-workers that during scheduled fire drills- Wait for direction of Emergency Response Team.		
Person Responsible:	n/a	Target Deadline:	n/a

7. NEW BUSINESS

a. Dividing the Committee in Two

Origin Name:	Marleen/Todd/Breanna	Date of Origin:	December 12 th 2018
Issue:	Too large in scope. Some areas are not currently represented.		
Action:	Marleen, Todd, Jodi, Breanna have a meeting to discuss how the split will occur.		
Assigned to:	Todd, Breanna, Marleen	Target Date:	January 2019

b. Power Bar Purchasing

Origin Name:	SHS	Date of Origin:	December 12 th 2018
Issue:	Facilities is asking employees to create a work order for an electrical assessment prior to purchasing new power bars.		
Action:	Marleen to provide more information for next meeting		
Assigned to:	Marleen	Target Date:	March 2019

c. <Insert New Business Item>

Origin Name:		Date of Origin:	
Issue:			
Action:			
Assigned to:		Target Date:	

d. <Insert New Business Item>

Origin Name:		Date of Origin:	
Issue:			
Action:			
Assigned to:		Target Date:	

e. <Insert New Business Item>

Origin Name:		Date of Origin:	
Issue:			
Action:			
Assigned to:		Target Date:	

f. <Insert New Business Item>

Library is getting corkboard

Blocked alarm: Marleen to connect with Soha about the stripes.

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

a. Review of Improvement Orders

Discussion:	• Stop work order issued in Carpentry (table saw use)		
Action:	Issue has been resolved and lifted		
Person Responsible:	n/a	Target Deadline:	n/a

b. Review of Workplace Inspection Reports

Discussion:	• New Templates		
Action:	SHS is working on new templates		
Person Responsible:	SHS	Target Deadline:	Ongoing

c. Workplace Injury Reports

Discussion:	• None		
Action:	Marleen to run injury reports for departments of this committee.		
Person Responsible:	Marleen	Target Deadline:	March 2019 (next meeting)

d. Review of Right to Refuse Investigations

Discussion:	• Training to be provided		
Action:	Kerilyn is working on finalizing training		
Person Responsible:	Kerilyn	Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	• Committee members need SWP Training		
Action:	Marleen to organize SWP Training with Kerilyn		
Person Responsible:	Marleen Belo	Target Deadline:	

f. Review of Training and Education

Discussion:	• More training to come from SHS		
Action:	n/a		
Person Responsible:	Kerilyn	Target Deadline:	Ongoing

g. Musculoskeletal and Ergonomics Update

Update:	• Susan has now taken over WCB claims		
Action:	n/a		
Person Responsible:	Susan Thorvaldson	Target Deadline:	Ongoing

h. Emergency Preparedness Update

