

Workplace Safety & Health Committee
Construction Trades, Teacher Education, Math & Science
January 14, 2019
11:30 a.m. to 12:30 p.m.
Room A 137

MINUTES

Committee Members:

Management Members:

- Co-Chair** Michael Watson, Chair, Construction Trades

Employee Members:

- Co-Chair** Brent Sharp, Instructor, Carpentry
- Matthew Fontaine, Instructor, Gas Fitting
- Michael Doerksen, Instructor, Interior Systems Mechanic
- Jeff Young, Instructor, Sheet Metal
- Jack Kennedy, Instructor, Math and Science
- Andrew Kozlowski, Instructor, Teacher Education
- Barry Law, EA, Plumbing

Guests (Guest attendance approved by Co-Chairs):

Jennifer Brydon, Workplace Health and Safety
David Malo, Workplace Health and Safety
Christina Lambert, Minutes recorder

- 1. CALL TO ORDER:** **11:43 a.m.**
Brent Sharp called the meeting to order at 11:43 a.m.
- 2. REVIEW AND ACCEPTANCE OF AGENDA**
The agenda was accepted as presented.
- 3. APPROVAL OF MINUTES FROM LAST MEETING**
The minutes of the October 9, 2018 meeting were accepted as presented.

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES

a. Basic Training for members—October 9, 2018

Update:	<ul style="list-style-type: none"> David Malo reported that the basic training for committee members is currently being fine-tuned. Committee members will be notified when this training will be available, but that should be in the next month or two. Basic training takes about an hour and a quarter to complete. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange basic training for committee members		
Person Responsible:	David Malo	Target Deadline:	March 31, 2019

b. Workplace inspection training for members—October 9, 2018

Update:	<ul style="list-style-type: none"> David Malo reported that the Workplace Safety and Health department is redeveloping an inspection template. The template will have several generic sections to be filled out when completing inspections, as well as several area-specific sections to be completed. Workplace safety inspections are supposed to be completed quarterly but a variance can be applied for and areas divided up and inspected twice yearly instead, due mainly, to the large size of the workplace. There is a goal set to complete committee training and to complete one entire inspection of the workplace before the next committee meeting. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange workplace inspection training for committee members		
Person Responsible:	David Malo	Target Deadline:	March 31, 2019

c. Right to Refuse training for members—October 9, 2018

Update:	<ul style="list-style-type: none"> Right to Refuse training is being developed. This is a 20-minute training session. David Malo will let Christina know when the training is available to be delivered, and she will schedule it for committee members. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange basic training for committee members		
Person Responsible:	David Malo Christina Lambert	Target Deadline:	March 31, 2019

d. Automotive students and soiled coveralls—October 9, 2018

Update:	<ul style="list-style-type: none"> Brent reported that he had a conversation with the chair and this matter has been taken care of. 		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:			
Person Responsible:		Target Deadline:	

e. Clarification of smoking area outside J building by ramp—October 9, 2018

Update:	<ul style="list-style-type: none"> Brent reported that it is the responsibility of College Security to enforce the smoking area rules. Matt and Brent discussed the smoking concerns outside of J building in the ramp area with Security and they will enforce the rules. 		
Further Action Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
Action:			
Person Responsible:		Target Deadline:	

5. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)
a. Review of Improvement Orders

Discussion:	<ul style="list-style-type: none"> David reported there are no <i>new</i> improvement orders. There was one incident in the carpentry shop on November 19 for which the province issued an improvement order and a stop work order. A student was working on a Sawstop table saw without a guard. His finger met the blade of the table saw and it stopped immediately, with only a minor skin break. The College has developed a safe work procedure for working without a guard on this particular piece of equipment. Training was provided for both staff and students. The stop work order was lifted. Brent reported that the issue was addressed quickly and that the whole stop work process went smoothly. 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> There have been no workplace inspections completed. Training will be made available to committee members very soon and it is expected that a safety inspection will be completed before the next meeting. 		
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

Discussion:	<ul style="list-style-type: none"> David Malo reported that there was only one injury report and that was from the table saw incident in the carpentry shop on November 19. Chair Mike Watson asked if the committee could receive quarterly injury reports. David said he plans to present an injury report at each committee meeting going forward. 		
Action:			
Person Responsible:		Target Deadline:	

d. Review of Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> None at the moment 		
Action:			
Person Responsible:		Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	<ul style="list-style-type: none"> Brent reported that safe work procedures for the area have been reviewed and completed and are currently awaiting approval from the College's Workplace Safety and Health department, before Chair Mike Watson approves them all 		
Action:	To review all area safe work procedures and approve.		
Person Responsible:	David Malo Michael Watson	Target Deadline:	March 31, 2019

f. Review of Training and Education

Discussion:	<ul style="list-style-type: none"> As explained above. 		
Action:	To develop and deliver training to committee members.		
Person Responsible:	David Malo	Target Deadline:	March 31, 2019

g. Musculoskeletal and Ergonomics Update

Update:	<ul style="list-style-type: none"> Nothing to report 		
Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> Nothing to report 		
Action:			
Person Responsible:		Target Deadline:	

6. NEW BUSINESS
a. Near miss and stop work order issued in Carpentry shop STTC

Origin Name:	As discussed above	Date of Origin:	
Issue:			
Action:			
Assigned to:		Target Date:	

b. Concerns regarding electrical ground in outlet in T 218B

Origin Name:	Faulty electrical outlet	Date of Origin:	December, 2018
Issue:	<p>Jack Kennedy reported that in T 218 the projector kept shutting off and the instructor kept getting electrical shocks from the computer. He reported the issue to IT whose staff found nothing wrong and was told to report it to Media Services. Media Services found nothing wrong either. Finally, after going back and forth several times, a work order was completed and it was determined there was an open ground issue. He wanted to know how to avoid this situation in the future, where nobody seemingly is responsible for the issue. It was determined that the program coordinator should be notified immediately and he / she can notify the Chair's office, who will then put in a work order for a repair.</p>		
Action:			
Assigned to:	Target Date:		

c. Concerns regarding ventilation in J Building

Origin Name:	Apparent diesel fumes in J building	Date of Origin:	December 7, 2018
Issue:	<p>Jack Kennedy reported that on December 7 there was a report of diesel fumes in a few areas of J building. An inspection was completed and there were no hazards found. However, he indicated that he was teaching in J 218 for about 20 minutes when he became ill, and very tired, very suddenly. He wanted to know how these incidents are handled. David and Jennifer explained that the area was tested when the odour was noticed but they are not sure if the classroom air quality was tested. It should be noted that when there are odour issues or issues of air quality in any area of the college, Security and the powerhouse should be called in addition to Workplace Safety and Health. Sometimes present odours are not hazardous and likewise, some gases with no odour are hazardous. Also, sensitivity to these odours varies depending on the individual. For future incidents, call WSH, security and the powerhouse and WSH will send someone out as soon as they can to test the air quality.</p>		
Action:			
Assigned to:	Target Date:		

d. Workplace Safety and Health workflow chart

Origin Name:	Workflow chart	Date of Origin:	
Issue:	<p>David Malo handed out the Workplace Safety and Health workflow chart for the committee's future reference.</p>		

Action:	
Assigned to:	Target Date:

e. Changes to PPE requirements, plumbing shop

Origin Name:	Additional PPE requirement	Date of Origin:	December, 2018
Issue:	Barry Law reported they have introduced the mandatory use of gloves for students working on any "hot" item. Signage will be posted on the plumbing shop doors.		
Action:			
Assigned to:		Target Date:	

f. Positive air pressure in Carpentry shop

Origin Name:	Positive air pressure causing shop doors to open	Date of Origin:	December, 2018
Issue:	Brent reported that an issue with positive air pressure in the carpentry shop has resulted in the shop door opening on its own. A work order has been placed to address this problem.		
Action:			
Assigned to:		Target Date:	

7. MEETING ADJOURNED: **12:51 p.m.**

8. 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:



Michael Watson _____ Date

Employee Co-Chair Signature:



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.