

**Workplace Safety & Health Committee
Building C
January 15, 2019
1:00-2:00 p.m.
A111 Notre Dame Campus**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Angel King, Supervisor, Security Services
- Danielle Puddicombe, Research Coordinator

Alternate:

- TBD
- TBD

Employee Members:

- Co-Chair** Andrew Moyer, Security Officer
- Kris Joyal, Information Security Analyst
- Katalin Martin, Administrative Assistant, Finance
- Nicki Albus, Coordinator, Emergency, Preparedness

Alternate:

- TBD
- Dorothy Ford, Sr. Information Security Analyst
- Kale Kostick, Resource Reduction Assistant
- TBD
- TBD

Guests (Guest attendance approved by Co-Chairs):

Kerilyn Zielinski, Representative, Safety and Health Services
Michelle Tabaka, Administrative Assistant, Safety & Health Services

Provide SHS Updates
Recorder

1. CALL TO ORDER: 1:05 p.m.

2. WELCOME AND INTRODUCTIONS Andrew Moyer

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING: May 31, 2018 and October 1, 2018

- Accepted as amended
- Amended – if amended, list items below
 - 7c – RPI Update – Motive Lab: The MotiveLab is a treadmill for buses and is scheduled to be operational in two weeks. RRC has not taken ownership as of yet. Kevin Dickson is the Project Manager of the MotiveLab construction. Stop on dyno should be resolved next week.

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES: October 1, 2018

6d) Smoking Enforcement Challenges - Smoke area by building Z needs to be closed down immediately. Action was completed.

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

a. Improvement Order Update

Update:

- Orders have been closed; however, there is still lots of work that needs to be completed.
- Currently working on Safety and Health Program (policies and procedures).

Action:			
Person Responsible:		Target Deadline:	

b. Review of workplace inspection reports

Update:	<ul style="list-style-type: none"> • Training and inspection templates being finalized. • Training will be offered shortly. 		
Action:			
Person Responsible:		Target Deadline:	

c. Review right to refuse investigations

Update:	<ul style="list-style-type: none"> • Keri reviewed process. • Training to be set up prior to year end. 		
Action:			
Person Responsible:		Target Deadline:	

d. Review of Safe Work Procedures (SWPs)

Update:	<ul style="list-style-type: none"> • SHS is currently working on clean up of Blood and Bodily Fluid and Sharps on Campus. 		
Action:			
Person Responsible:		Target Deadline:	

e. Review of training and education for Committee members

Update:	<ul style="list-style-type: none"> • Inspection Training and Right to Refuse training will be set up shortly. Right to Refuse will be approximately 20 minutes. Inspection training will also be short followed by an actual inspection. 		
Action:			
Person Responsible:		Target Deadline:	

f. Musculoskeletal and Ergonomics Update

Update:	<ul style="list-style-type: none"> • Keri advised committee that Susan Thorvaldson is responsible for assessments. Staff and committee can contact her for assessments. 		
Action:			
Person Responsible:		Target Deadline:	

g. Emergency Preparedness Update

Update:	<ul style="list-style-type: none"> • Building C fire drill, coordinated by Fire Plan, will take place on January 29th. • ERT training taking place next week. 		
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS

a. Smoking Areas

Origin Name:	Andrew Moyer	Date of Origin:	January 15, 2019
Issue:	<ul style="list-style-type: none"> • Grounds keeping have placed ashtrays outside the south side and east side entrances of T Building for the purpose of discarding cigarette butts. There has been an increase in students and staff smoking in those areas therefore an increase in Security having to ask them to butt out. • Angel advised preliminary discussions have already taken place and smoking areas continue to be an issue. 		
Action:	Place reminder in staff news to remind staff and students where the smoking areas are located.		
Assigned to:	Angel/Keri	Target Date:	

b. Review of Research Policies

Origin Name:	Danielle Puddicombe	Date of Origin:	January 15, 2019
Issue:	Research is currently reviewing polices. One policy relates to research that may include Bio Hazards/Radioactive.		
Action:	To ensure Research consults with Soha Baddour who is currently working on our PHAC bio-safety program.		
Assigned to:	Keri Zielinski	Target Date:	ASAP

c. Committee Representatives

Origin Name:	Danielle Puddicombe	Date of Origin:	January 15, 2019
Issue:	<ul style="list-style-type: none"> • Many of the committee representatives may cross other areas throughout the campus. What committee should concerns be addressed to? • Concerns can be brought to any of the safety committees. Safety & Health Services representatives work closely together to see if similar concerns are being brought to several committees. • It is a committee member's obligation to bring any concerns forward to their committee. The person may remain anonymous if they choose, but their concerns must be brought forward. 		
Action:			
Assigned to:		Target Date:	

8. REQUEST FOR REPSONSE FROM EMPLOYER (ie. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee).

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.**

Date Sent to Employer:	Items requiring response from Employer:
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N/A

If the committee has issues that cannot be resolved, an email is sent from the Co-Chairs to Arnold Bolt outlining the issues. The Safety Leadership Teams has 30 days to respond with recommendations for resolution.

9. MEETING ADJOURNED: **2:00 p.m.**

10. NEXT MEETING: **T.B.D. (3 months)**


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:


Angel King Feb 08, 2019
Date

Employee Co-Chair Signature:


Andrew Moyer Feb 08 '19
Date