

Workplace Safety & Health Committee

MINUTES

Electrical, Mechanical and Manufacturing

January 28, 2019

11:00 – 1:00

NDC – A137

Committee Members:

Management Members:

- Co-Chair** Mark Blackner, Chair, Electrical, Mechanical and Manufacturing

Employee Members:

- Interim Co-Chair** David Major, Educational Assistant, Electrical
- Edward Schlosser, Instructor, Welding
- Harold Tully, Instructor, Power Engineering Technology
- Jasvir Bharj, Instructor, Welding
- Rob Engley, Instructor, Electrical
- Tom Grant, Chair, Transportation Heavy Apprenticeship Trades
- Victor Butts, Instructor, Manufacturing Technician / PMM
- Student Rep** Devin Lowery, Power Engineering Technology, 2nd Year

Guests: Guest attendance approved by Co-Chairs

Jennifer Brydon, Director, SHS

David Malo, Health and Safety Officer, SHS

Call to Order: 11:00 a.m.

1. WELCOME AND INTRODUCTIONS	
2. REVIEW AND ACCEPTANCE OF AGENDA	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • Number 6 – add item e. Spray Booth • Number 6 – add item f. Meeting Frequency
3. APPROVAL OF September 25, 2018 Minutes	<input checked="" type="checkbox"/> Accepted – Approved by Dave Major and Rob Engley <input type="checkbox"/> Amended – if amended, list items below
4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES June 4, 2018	
a. Select Committee Co-Chair: June 4, 2018 & September 25, 2018 UPDATE: <ul style="list-style-type: none"> • David Major to be the interim co – chair until all three training modules are complete. • Select a permanent co – chair at a future meeting. <p>Further Action Required?</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<p>Action: Select Committee Co-Chair once all training modules are complete.</p> <p>Person Responsible: Committee</p> <p>Target Deadline: May 2019</p>
b. Safety Inspections of Shop Areas: June 4, 2018 & September 25, 2018 UPDATE: <ul style="list-style-type: none"> • Safety inspection templates are currently being finalized (training to follow). • Wait until documentation is available to complete safety inspections. <p>Further Action Required?</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<p>Action: Book Safety Inspections once documentation template is available.</p> <p>Person Responsible: David Malo</p> <p>Target Deadline: March 2019</p>

<p>c. Filters on Extractors to be Changed on a Regular Basis: June 4, 2018 & September 25, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Shlyte books 3 cleanings per year on overhead filters and grinder filters. • Ed recommends 4 cleanings per year – check with Dave Wozny if 4 cleanings per year are an option. <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Change frequency of filter changes to quarterly.</p> <p>Person Responsible: Edward Schlosser</p> <p>Target Deadline: March 2019</p>
<p>d. Safe Work Procedures to be Attached to Equipment: June 4, 2018 & September 25, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • New template being worked on for SWP (one page summary) • Standard process to be communicated at future date. • SWP's for hand tools to be attached to storage cabinet. <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: SWP's attached to equipment.</p> <p>Person Responsible: Committee</p> <p>Target Deadline: March 2019</p>
<p>e. Basics Training: June 4, 2018 & September 25, 2018</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Basics Training was booked on two dates in 2018: November 25, 2018 & December 19, 2018. • Victor Butts did not receive the Basics Training. <p>Further Action Required?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>NONE</p>

<p>f. Carpet Tripping Hazard - September 25, 2018 UPDATE:</p> <ul style="list-style-type: none"> • Carpet was covered with tape. • Not sure if it was adequately repaired. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Carpet Repair.</p> <p>Person Responsible: David Major</p> <p>Target Deadline: Mid-February 2019</p>
<p>g. Students Lounging in Hallway of B168: September 25, 2018 UPDATE:</p> <ul style="list-style-type: none"> • Tables were removed and work order was submitted to get proper signage hung up. <p>Further Action Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>NONE</p>
<p>h. STTC Safety Assessment Dates: September 25, 2018 UPDATE:</p> <ul style="list-style-type: none"> • Formal assessments to be completed. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: STTC Safety Assessment to be Completed.</p> <p>Person Responsible: David Malo</p> <p>Target Deadline: Mid-February 2019</p>
<p>i. Concrete Heaved Outside B154: September 25, 2018 UPDATE:</p> <ul style="list-style-type: none"> • Work order Number 0034287 was submitted on June 5, 2018. • Asphalt placed over heaved cement to level out. <p>Further Action Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>NONE</p>

j. Acetylene Tanks Chained or Railed UPDATE: <ul style="list-style-type: none"> Completed. <p>Further Action Required?</p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		NONE
5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team	DISCUSSION	ACTION ITEMS
a. Improvement Order Update	<ul style="list-style-type: none"> None 	
b. Review of Workplace Inspection Reports	<ul style="list-style-type: none"> None 	
c. Workplace Injury Reports	<ul style="list-style-type: none"> No serious injuries as defined by the Province. One incident involving a cut to thumb. No corrective actions were required as a result of this incident that was investigated by SHS. Jenn to work on a process by which incident reports are forwarded to the Academic Chair. Contact Michelle Tabaka at ext. 2511 and a SHS member will be assigned to any injuries. 	Action: Department Incident Reports to be Forwarded to the Corresponding Chair Person Responsible: Jennifer Brydon Target Deadline: None Set
d. Review Right to Refuse Investigations	<ul style="list-style-type: none"> None 	
e. Review of Safe Work Procedures	<ul style="list-style-type: none"> Safe Work Procedure for Knife Use in the Wiring Labs (Rob Engley) – sent electronically to Jennifer. Safe Work Procedure for Boilers. 	Action: SWP's to be reviewed. Speak with Dave Sainsbury regarding Boilers. Person Responsible: Jennifer Brydon David Malo Target Deadline: None Set

f. Review of Training and Education		<ul style="list-style-type: none"> • None 			
g. Musculoskeletal and Ergonomics Update		<ul style="list-style-type: none"> • Susan Thorvaldson (792-8125) is the new Ergo Coordinator. • Ed to be the contact for Ergo. Assessments. 			
h. Emergency Preparedness Update		<ul style="list-style-type: none"> • Fire drills are being scheduled. • ERT reps are needed from STTC and bldg. B 			
6. NEW BUSINESS					
a. PAPR Storage Update					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	January 28, 2019	<p>PAPR's were previously stored in Z bldg. PAPR's are now located in a locked cabinet in the machine shop. Staff to unlock and relock cabinet as needed.</p> <p>PAPR's are only issued for religious and medical reasons. A form must be signed by a doctor or clergy member. \$80 charge.</p> <p>Fit testing conducted by HSH and students are assigned a PAPR. Students are responsible for plugging back in at the end of the day.</p>			
b. Machine Guarding Update					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	January 28, 2019	<p>Guarding audit of College.</p> <p>Inter-lock check guards currently in place need to be adjusted. All machines to be safe guarded.</p>			

c. Noise Monitoring					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon	January 28, 2019	Most of the welding shop is complete. SHS is responsible for the collection of noise monitoring data.	Need dates from other areas in the EMM dept. in order to conduct noise assessments in those areas.	Mark Blackner	
d. Walk-Through Documentation (Check-Sheet)					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	January 28, 2019				
e. Spray Booth					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	January 28, 2019	Spray booth safety documentation needed.	SWP required.	Committee	
f. Committee Meetings - Frequency					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Mark Blackner	January 28, 2019	Committee meeting frequency to increase from 4 to 5 meetings/year.			
7. REQUEST RESPONSE FROM EMPLOYER (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee)					
<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: <insert date here></p> <p>Items requiring response from Employer: <insert item numbers that require response from employer></p>					

Meeting Adjourned: 12:30 p.m.

NEXT MEETINGS: **March 20, 2019 | 11:00 – 1:00 p.m. | A111**
 May 7, 2019 | 11:30 – 1:30 p.m. | A111

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

Mark Blackner

2/8/2019

Mark Blackner

Date

Employee Co-Chair Signature

David Major

Feb 11 2019

David Major

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.