

**Workplace Safety & Health Committee**  
**Transportation Heavy Apprenticeship Trades**  
**Thursday, January 31, 2019**  
**8:30 am**  
**Building Z, Room 113**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Tom Grant, Chair, Transportation Heavy Apprenticeship Trades
- Mark Blackner, Chair, Electrical, Mechanical & Manufacturing

**Employee Members:**

- Co-Chair** Dustin Blackwell, Instructor, Outdoor Power Equipment
- Jim Voth, Coordinator, Transportation Heavy Apprenticeship Trades
- Barry Lee, Instructor, Collision Repair & Refinishing
- Rodger Morris, Instructor, Boilermakers
- Barry Chetyrbok, Instructor, Boilermaker (Alternate)
- Student Rep:** Niall Rasmussen, Automotive Diploma
- Len Grieve, Coordinator, Autobody

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

Jennifer Brydon, Manager, Environmental Health & Safety Services      To Provide Safety & Health Updates

**Call to Order: 8:38 am**

<b>1. WELCOME AND INTRODUCTIONS</b>	<Dustin Blackwell>	
<b>2. REVIEW AND ACCEPTANCE OF AGENDA</b>	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below	
<b>3. APPROVAL OF November 22, 2018 minutes</b>	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> <li>• &lt;list amendments&gt;</li> <li>• &lt;list amendments&gt;</li> </ul>	
<b>4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES &lt;include date of minutes&gt;</b>	<b>Minutes from November 22, 2018 (accepted)</b> <b>Motioned by Tom Grant, 2<sup>nd</sup> by Barry Lee</b>	
<b>a. First Aid/Staff/Forklift/WHMIS Training</b> <b>UPDATE:</b> Kerilyn to send list of staff with expired Forklift/WHMIS Training  Further Action Required. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<b>Action:</b> Lori will work with Kerilyn and Jennifer to set up dates for First Aid training in June for staff. Awaiting list from Kerilyn for expired Forklift/WHMIS Training.  <b>Person Responsible:</b> <b>Target Deadline:</b>	
<b>b. Review of Safe Work Procedures - November 22, 2019</b> <b>UPDATE:</b> David working on new template for SWP  Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<b>Action:</b> David to look at providing a new template for SWP and provide days that we would be able to train. EHSS will be meeting on February 7 <sup>th</sup> to discuss what the new template will entail and the possibility of attaching them to the equipment. <b>Person Responsible:</b> <b>Target Deadline:</b>	

<b>c. Review of Training and Education – November 22, 2018</b> <b>UPDATE:</b> David working on setting up a day to train the staff.  Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		<b>Action:</b> Dave Malo is working on a day/time for this training. <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>d. Emergency Preparedness - November 22, 2018</b> <b>UPDATE:</b> There will be Muster point signage going up shortly. Working with Walter Anderson on keys for the compound gates.  Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		<b>Action:</b> Dave to consult with Nicki Albus on the signage and keys.  <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>e. Molded hearing protection looking at staff and the noise level – November 22, 2018</b> <b>UPDATE:</b> EHSS will be providing a policy for molded hearing protection. Once the spot testing is completed, a policy will be developed.  Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		<b>Action:</b> EHSS working on spot testing and developing a policy. <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>5. SAFETY AND HEALTH SERVICES</b> <b>UPDATE</b> <b>Provided by SHS team</b>	<b>DISCUSSION</b>	<b>ACTION ITEMS</b>
<b>a. Review of Workplace Inspection Reports</b>	<ul style="list-style-type: none"> <li>EHSS is developing an inspections template that should be completed by end of February.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>b. Workplace Injury Reports</b>	<ul style="list-style-type: none"> <li>The last serious injury was on November 27, 2018. A student had his fingertip pinched between the flywheel and a gear of an outboard motor.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

<b>c. Review Right to Refuse Investigations</b>	<ul style="list-style-type: none"> <li>There are currently no right to refuse incidents or investigations.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>d. Review of Safe Work Procedures</b>	<ul style="list-style-type: none"> <li>Dave Malo met with Tom Grant and Dustin Blackwell in December about making a plan to start reviewing SWP. It hasn't yet been implemented.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>e. Review of Training and Education</b>	<ul style="list-style-type: none"> <li>A training session for committee basics was held on December 19, 2018. Starting in late February or March, SHS will post dates for training in Safety Committee Basics, Right to Refuse, and Performing Workplace Inspections.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>f. Musculoskeletal and Ergonomics Update</b>	<ul style="list-style-type: none"> <li>No updates at this time.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>
<b>g. Emergency Preparedness Update</b>	<ul style="list-style-type: none"> <li>Muster point signs have been ordered for all of Notre Dame Campus. We expect to have them put up in late February.</li> <li>Senior Leadership Team is still reviewing the procedure for dealing with an active shooter emergency. Once Senior Leadership has approved it, it will be rolled out throughout RRC.</li> </ul>	<b>Action:</b> <b>Person Responsible:</b> <b>Target Deadline:</b>

6. NEW BUSINESS					
a. Noise Monitoring Progress					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Malo	Jan 31, 2019	<ul style="list-style-type: none"> <li>Noise monitoring is being done throughout the campus. Departments will be given advance notice of when EHSS is doing noise testing. Molded hearing protection for Instructors has been discussed, but that will not move forward until we have done the noise level testing.</li> </ul>	EHSS will be responsible for the Noise monitoring, and provide the departments with notice.	EHSS	
b. Work Orders					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Lori Thiessen	Jan 31, 2019	<ul style="list-style-type: none"> <li>There are many outstanding work orders that have not been completed within the department.</li> </ul>	Lori to send list of work order numbers to Jennifer. Jennifer will contact Building Services and see where they are at with completing them.	Lori Thiessen	
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: &lt;insert date here&gt;</p> <p><u>Items requiring response from Employer:</u> &lt;insert item numbers that require response from employer&gt;</p>					


Meeting Adjourned: 10:00 am

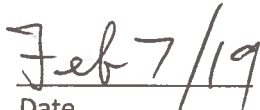
**NEXT MEETING: April 4, 2019**

**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**

  
\_\_\_\_\_  
Tom Grant

  
\_\_\_\_\_  
Date

**Employee Co-Chair Signature**

  
\_\_\_\_\_  
Dustin Blackwell

  
\_\_\_\_\_  
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.