

Workplace Safety & Health Committee
Language Training Centre
February 6, 2019
1:30 pm – 3:00 pm
Room 345 – 123 Main Street

MINUTES

Committee Members:

Management Members:

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Heather Wilgosh, Manager, Department
- Rotate, Program Manager
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department

Employee Members:

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
- Carleigh Friesen, Projects, LTC
- Valerie Howat, Program facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Student to be named

Alternates:

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

Alternates:

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

Guests (Guest attendance approved by Co-Chairs):

Nicki Albus, COORDINATOR, EMERGENCY PREPAREDNESS Training
 Susan Thorvaldsen, MUSCULOSKELETAL & ERGONOMICS COORDINATOR Training
 Soha Baddour, HEALTH AND SAFETY OFFICER Training
 Larissa Klymkiw, Student counselor: To concern: Room 326

- 1. CALL TO ORDER: 1:35 pm**
- 2. WELCOME AND INTRODUCTIONS Darka Burczynski**
Round table introductions
- 3. REVIEW AND ACCEPTANCE OF AGENDA**
 - Accepted
 - Amended – if amended, list items below
- 4. APPROVAL OF MINUTES FROM LAST MEETING April 30, 2018**
 - Accepted
 - Motion: Logan
 - Seconded: Heather
 - Accepted: Unanimous
 - Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES

a. Accessibility

Update: • Tape is with Academic Coordinator

Further Action Required: Yes No (item is closed and no further action required)

Action: To be applied to floor in classroom

Person Responsible: To be confirmed – personnel changes **Target Deadline:** asap

b. First Aide & Mental Health courses

Update: • RRC Security is updating their certificates.

Further Action Required: Yes No (item is closed and no further action required)

Action:

Person Responsible: **Target Deadline:**

c. Basement Isolation Phone

Update: • Vinyl sign order

Further Action Required: Yes No (item is closed and no further action required)

Action: Sign be posted - Post Sign

Person Responsible: Darka **Target Deadline:** asap

d. Fire evacuation Procedure

Update: • Ongoing with staff changes

Further Action Required: Yes No (item is closed and no further action required)

Action: Update procedures to align with RRC & VIA

Person Responsible: Darka **Target Deadline:** May, 2019

e. Audit of Cords

Update: • Complete

Further Action Required: Yes No (item is closed and no further action required)

Action: Order purchase for cables

Person Responsible: Tricia **Target Deadline:** May, 2019

f. Lockdown Procedures

Update: • Ongoing with staff changes
• Nicki will share RRC procedures

Further Action Required: Yes No (item is closed and no further action required)

Action: Update procedures to align with RRC VIA ensure staff/instructors

Person Responsible: Nicki/Darka **Target Deadline:** May, 2019

g. Lock up Procedures

Update:

- RRC Security is responsible

Further Action Required: Yes No (item is closed and no further action required)

Action:

Person

Responsible:

Target

Deadline:

h. Lab 037 and classroom 0037 Isolation

Update:

- RRC Security Patrol the basement's area
- No evening classes schedule and independent study are scheduled

Further Action Required: Yes No (item is closed and no further action required)

Action:

Person

Responsible:

Target

Deadline:

i. Committee member update

Update:

- New committee struck

Further Action Required: Yes No (item is closed and no further action required)

Action: Recruit Instructor and Program Managers to recruit student.

Person

Responsible: Carleigh

Target

Deadline: May, 2019

j. AED, First Aid Kit and fire Extinguishers checks and confirmation

Update:

- Supplies for First Aid Kit ordered
- Ongoing order for First Aid will be through Health Center

Further Action Required: Yes No (item is closed and no further action required)

Action: Inspections for First Aid Kits Monthly

Person

Responsible: Allan / Susan

Target

Deadline: Ongoing

k. Training of new staff

Update:

- Ongoing with staff changes

Further Action Required: Yes No (item is closed and no further action required)

Action: Training as needed

Person

Responsible: Management

Target

Deadline: Ongoing

l. Satellite Locations

Update:

- Concern about the implementation of fire lockdown procedures will require input from regional personnel.

Further Action Required: Yes No (item is closed and no further action required)

Action: Information from each regional office

Person

Responsible: Naomi

Target

Deadline: May, 2019

m. Taxi vouchers

Update:

- Ordered and available at front reception.

Further Action Required: Yes No (item is closed and no further action required)

Action:

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

6. SAFETY AND HEALTH SERVICES UPDATE
a. Review of Improvement Orders

Discussion:

- N/A

Action:

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

b. Review of Workplace Inspection Reports

Discussion:

- No reports at this time

Action: Training for committee members

Person Responsible:	Soha / Susan	Target Deadline:	May, 2019
----------------------------	--------------	-------------------------	-----------

c. Workplace Injury Reports

Discussion:

- Same as point b

Action:

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

d. Review of Right to Refuse Investigations

Discussion:

- Same as point b

Action:

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

e. Review of Safe Work Procedures

Discussion:

- Same as point b

Action:

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

f. Review of Training and Education

Discussion:

- Training to be completed before next meeting

Action: Coordinate a time for training

Person Responsible:	Darka	Target Deadline:	March, 2019
----------------------------	-------	-------------------------	-------------

g. Musculoskeletal and Ergonomics Update

Update:

- Laptop usage at LTC may require modifications, IE monitors.

Action: Assessments

Person Responsible:	Susan	Target Deadline:	As needed
----------------------------	-------	-------------------------	-----------

h. Emergency Preparedness Update

Discussion: • LTC has prepared video and e-book for new staff and students

Action: Sherry will share video with Nicki.
Nicki will review

Person Responsible:	Sherry/Nicki	Target Deadline:	May, 2019
----------------------------	--------------	-------------------------	-----------

7. NEW BUSINESS

a. Membership

Origin Name: Darka **Date of Origin:** January, 2019

Issue: Does the current membership meet the standards for this committee

Action: Discussion and consultation with Health and Safety Personnel

Assigned to: See item 5.i **Target Date:**

b. Room 326

Origin Name: Larissa Klymkiw **Date of Origin:** February, 2019

Issue: The Classroom is too small to accommodate 20+ people including a visually impaired individual

Action: Switch this classroom if possible

Assigned to: Valerie **Target Date:** February 11, 2019

8. REQUEST FOR RESPONSE 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: n/a**

9. MEETING ADJOURNED:

2:50 pm

