

Workplace Safety & Health Committee

MINUTES

Electrical, Mechanical and Manufacturing

March , 2019

11:00 – 1:00

NDC – A137

Committee Members:

Management Members:

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

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
- 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: 11:30 a.m.

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| 1. WELCOME AND INTRODUCTIONS | |
| 2. REVIEW AND ACCEPTANCE OF AGENDA | <input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below |
| 3. APPROVAL OF January 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 | |
| <p>a. Select Committee Co-Chair: June 4, 2018 September 25, 2018 May 7, 2019 UPDATE:</p> <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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | <p>Action: Select Committee Co-Chair once all training modules are complete.</p> <p>Person Responsible: Committee</p> <p>Target Deadline: May 2019</p> |
| <p>b. Filters on Extractors to be Changed on a Regular Basis: June 4, 2018 September 25, 2018 January 28, 2019 March 20, 2019 UPDATE:</p> <ul style="list-style-type: none"> Dave Wozny confirmed that the frequency of cleanings on the grinder filters has been updated to 4 cleanings per academic year. We may want to install an automatic gauge (Magnehelic gauge) to determine when cleanings are required. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | <p>Action: Look into installing an automatic gauge to measure when filters need cleaning.</p> <p>Action: Invite Dave Wozny to the next committee meeting.</p> <p>Person Responsible: Edward Schlosser</p> <p>Target Deadline: May 2019</p> |

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| <p>c. Safe Work Procedures to be Attached to Equipment: June 4, 2018 September 25, 2018 January 28, 2019 March 20, 2019</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • New template still being developed for SWP (one page summary). • Standard process to be communicated at future date. • SWP's should be located in a binder next to WHMIS and a laminated one page summary to be attached to equipment or wall. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | <p>Action: SWP's attached to equipment.</p> <p>Action: David Malo to clarify procedure for who to send SWP to first (Chair of SHC)</p> <p>Person Responsible: Committee</p> <p>Target Deadline: May 2019</p> |
| <p>d. Carpet Tripping Hazard September 25, 2018 January 28, 2019 March 20, 2019</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • David Major spoke with Jim Hawthorn – asked to submit another work order as tape was used to repair the carpet and now the tape is lifting. Another work order submitted on March 27, 2019. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | <p>Action: BB09 Carpet Repair.</p> <p>Person Responsible: David Major</p> <p>Target Deadline: May 2019</p> |
| <p>e. STTC Safety Assessment Dates: September 25, 2018 January 28, 2019 March 20, 2019</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Formal assessments to be completed. • Kerilyn has completed an assessment of the Electrical department. Report expected by end of April. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | <p>Action: Ongoing - STTC Safety Assessment to be Completed.</p> <p>Person Responsible: David Malo</p> <p>Target Deadline: May 2019</p> |

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| f. Noise Monitoring January 28, 2010 March 20, 2019 UPDATE: <ul style="list-style-type: none"> • Marleen emailed Evan and Scott on December 18 and January 4 to arrange times to conduct the Noise Monitoring sessions; no response was provided. • New email protocol established - Marlene to carbon copy the email to the department Chair. • Need worst-case scenarios to conduct noise monitoring. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> | | Action: Noise Monitoring to be conducted Person Responsible: David Malo Target Deadline: May 2019 |
| 5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team | DISCUSSION | ACTION ITEMS |
| a. Improvement Order Update | <ul style="list-style-type: none"> • No visits from WSH. | |
| b. Review of Workplace Inspection Reports | <ul style="list-style-type: none"> • A generic form for Inspection Reports to be developed in April or May and training to occur thereafter. | |
| c. Workplace Injury Reports | <ul style="list-style-type: none"> • No serious injuries as defined by the Province. | |
| d. Review Right to Refuse Investigations | <ul style="list-style-type: none"> • Training on Right to Refuse training will be upcoming. | |
| e. Review of Safe Work Procedures | <ul style="list-style-type: none"> • Safe Work Procedure for Boilers. | Action: Boiler SWP to be reviewed by David Malo. Person Responsible: 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. So can do presentations on Ergonomics as well. Ed to be the contact for Ergo. Assessments. | | | |
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| h. Emergency Preparedness Update | | <ul style="list-style-type: none"> None | | | |
| 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 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> | NONE | | |
| b. Machine Guarding Update | | | | | |
| Origin Name | Date of Origin | Issue | Action | Assigned To | Target Date |
| Mark Blackner | January 28, 2019 | College wide initiative for machine guarding is underway. Lathes in machine shop to be completed by May 1, 2019 | NONE | | |
| 7. REQUEST RESPONSE FROM EMPLOYER (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee) | | | | | |
| NONE | | | | | |

Meeting Adjourned: 12:30 p.m.

NEXT MEETINGS: 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

Mark Blackner

3/29/2019

Date

Employee Co-Chair Signature

David Jas. Major

David Major

April 01, 2019

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.