

Workplace Safety & Health Committee
Construction Trades, Teacher Education, Math & Science
April 2, 2019
11:30 a.m. to 12:30 p.m.
Room B 100E

MINUTES

Committee Members:

Management Members:

- Co-Chair** Guy Poirier, Acting Chair, Construction Trades

Employee Members:

- Co-Chair** Brent Sharp, Instructor, Carpentry
- Matthew Fontaine, Instructor, Gas Fitting
- Michael Doerksen, Instructor, Interior Systems Mechanic
- Jeff Young, Instructor, Sheet Metal
- Jack Kennedy, Instructor, Math and Science
- Andrew Kozlowski, Instructor, Teacher Education
- Barry Law, EA, Plumbing

Guests (Guest attendance approved by Co-Chairs):

David Malo, Workplace Health and Safety
Christina Lambert, Minutes recorder

1. CALL TO ORDER:

11:33 a.m.

Brent Sharp called the meeting to order at 11:43 a.m.

2. REVIEW AND ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

3. APPROVAL OF MINUTES FROM LAST MEETING

The agenda was accepted with one amendment to Page 5 to include to ask the Safety committee to include J218 when inspecting for odours or other issues.

Action # 4: The issue with students from the automotive / autobody area wearing soiled coveralls to the common areas is still ongoing. It was asked if David Malo could again mention this to the Chair of the area with a view to preventing this from recurring. The minutes were approved with these amendments.

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES

a. Basic Training for members—January 14, 2019

Update:	<ul style="list-style-type: none"> A training calendar will be prepared within next month and sent to all committee members with available training times. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange basic training for committee members		
Person Responsible:	David Malo	Target Deadline:	May 30, 2019

b. Workplace inspection training for members—January 14, 2019

Update:	<ul style="list-style-type: none"> A training calendar will be prepared within next month and sent to all committee members with available training times. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange workplace inspection training for committee members		
Person Responsible:	David Malo	Target Deadline:	May 30, 2019

c. Right to Refuse training for members—January 14, 2019

Update:	<ul style="list-style-type: none"> Right to Refuse training is being developed. This will likely only be a 20-minute training session. David Malo will let Christina know when the training is available to be delivered, and she will schedule it for committee members. Right to refuse situations are fairly common. The goal is to deliver the training to committee members and then to all staff members. A tracking system to indicate who has completed needs to be developed. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	To arrange basic training for committee members		
Person Responsible:	David Malo Christina Lambert	Target Deadline:	May 30, 2019

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

a. Review of Improvement Orders

Discussion:	<ul style="list-style-type: none"> No new improvement orders 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:

- There have been no workplace inspections completed. Training will be made available to committee members very soon and it is expected that a safety inspection will be completed soon thereafter.

Action:

Person

Responsible:

Target

Deadline:

c. Workplace Injury Reports

Discussion:

- There have been no serious workplace injury reports
- One near miss was reported in the STTC Carpentry shop. Some Danish oil soaked rags were left on some paper on a workbench. The rags started to spontaneously combust and the incident could have been very serious had a staff member not smelled the smoke in the shop and dealt with the situation. The staff member discovered the issue at 8:30 p.m. There is still some uncertainty on how these oil soaked rags should be disposed of. David Malo indicated they have received conflicting reports on proper disposal. Guy Poirier reported that he will be working with staff to develop a safe work procedure which will be implemented immediately

Action:

Develop a Safe Work Procedure for used rag disposal.

Person

Responsible:

Guy Poirier

Target

Deadline:

May 30, 2019

d. Review of Right to Refuse Investigations

Discussion:

- None.

Action:

Person

Responsible:

Target

Deadline:

e. Review of Safe Work Procedures

Discussion:

- No new ones have been completed. Workplace Safety and Health is currently in the process of changing the safe work procedure template in order to shorten it. Each should be no longer than 2 pages in length and currently some are very long due to formatting.

Action:

Person

Responsible:

David Malo

Target

Deadline:

June 30, 2019

f. Review of Training and Education

Discussion:

- Training calendar to be released in the next month or so.

Action:

Person

Responsible:

David Malo

Target

Deadline:

May 30, 2019

g. Musculoskeletal and Ergonomics Update

Update: • Nothing to update. Susan is available to speak to the committee or do toolbox talks

Action:

Person

Responsible:

Target

Deadline:

h. Emergency Preparedness Update

Discussion: • Some muster signs going up around the College to indicate muster points in the event of an emergency. More will go up once the weather warms and the ground thaws. It was asked if there are maps on first aid boards to indicate the location of muster points. David Malo will ask the Emergency Preparedness Coordinator if maps are needed around the college.

Action: Are maps being prepared to post indicating muster points?

Person

Responsible:

David Malo

Target

Deadline:

May 30, 2019

6. NEW BUSINESS
a. Carpentry Shop STTC incident—Improper Rag Disposal

Origin Name: As discussed above

Date of Origin:

Issue:

Action:

Assigned to:

Target Date:

b. Dust Collection

Origin Name: Issues with new dust collector at STTC

Date of

Sept, 2018

Origin:

ongoing.

Issue:

Guy Poirier reported that there have been many, many problems and issues with the new dust collection system in the new building. Shear pins have broken, there have been a variety of humidity issues, the system has been off balance and ice and water have collected in the system and have leaked into the shop. Everything is being documented and the company that installed the system is attempting to fix the issues, and trying to prevent further issues. So far the system has not been working ideally. Guy mentioned this for information purposes only and so that committee members are aware.

Action:

None. For information purposes

Assigned to:

Target Date:

c. Skills Manitoba April 11, 2019

Origin Name:	Skills Safety needs	Date of Origin:	April, 2019
Issue:	Guy requested that each department hosting a Manitoba Skills competition meet with David Malo to ensure shop spaces are safe and barricaded properly to prevent public access to competition areas. There will be a "Safety Champion" designated in each competition area who will have extra PPE, a fire extinguisher and who can be the safety contact in that area during the competition. There have been extensive meetings to coordinate safety for the competition		
Action:	None. Meetings have taken place		
Assigned to:	Target Date:		

d. Girls Exploring Trades and Technology Day Camps, July, 2019

Origin Name:	Girls Exploring Trades and Technology camps	Date of Origin:	April, 2019
Issue:	The GETT camp will be held this year. Campers will be exposed to a variety of trades through a new project / projects and will visit different trades areas daily. Christina and Guy will be meeting with David Malo to discuss safety needs for campers.		
Action:	To discuss safety needs of day campers		
Assigned to:	Guy Poirier, David Malo, Christina Lambert	Target Date:	May 30, 2019

e. Housekeeping in the Shop Areas

Origin Name:	Keeping shop areas clean and safe	Date of Origin:	April, 2019
Issue:	Guy approached committee members and requested their input in create a housekeeping policy for shops in the school. This would be to outline the responsibilities for keeping shop areas clean after each use. Guy would like the policy implemented by May 1 of this year.		
Action:	To implement a housekeeping policy in the shops		
Assigned to:	Guy Poirier	Target Date:	May 1, 2019

f. Turning on Gas in Gas Shop

Origin Name:	Turning on gas in gas shop	Date of Origin:	April, 2019
Issue:	This has been an issue between the gasfitting instructors and the electrical instructors in the gasfitting shop. The gasfitters do not feel that other instructors should be turning on the gas and igniting it in the shop. It was noted that the valve is small, about the size of a Bunsen burner and there is no		

requirement for a gasfitter to turn the gas on and off on a similar burner anywhere else in the College. A safe work procedure should be made and followed by anyone using the valve. David Malo will drop into the gas shop to look at the valve and size but believes a standard safe work procedure should suffice in this instance, and everyone should be trained on how it is properly done.

Action: Check valve and regulations regarding same
Assigned to: David Malo **Target Date:** May 31, 2019

g. Unsafe work reported

Origin Name: Unsafe work reported **Date of Origin:** March, 2019

Issue: Guy explained that students and staff had brought to his attention a sub contractor who was working on one of the storage buildings by the STTC. He was wearing a safety harness but it was not attached and he was working near the edge of the building. He immediately called the WSH department as well as alerted the College contractor working on the building and the situation was rectified immediately. He encouraged others who see unsafe work practices to report them.

Action: For information only

Assigned to: **Target Date:**

7. MEETING ADJOURNED: **12:23 p.m.**

8. NEXT MEETING: **To be determined**

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:

Employee Co-Chair Signature:



 Guy Poirier April 04 2019
 Date



 Brent Sharp APR 4, 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.