

**Workplace Safety & Health Committee**  
**Paterson GlobalFoods Institute**  
**September 19, 2018**  
**2:00 p.m. – 3:00 p.m.**  
**PGI 313**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Karen McDonald, Chair,  
School of Hospitality & Culinary Arts
- Kylie Clark, Manager, Residence Services
- Claire Snowball, Supervisor, Food Services

**Alternates:**

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**Employee Members:**

- Co-Chair Blair Mineault**, Instructor,  
School of Hospitality & Culinary Arts
- Kyle Andreasen, Culinary Research Technician  
Research Partnerships & Innovation
- Terry Gereta, Instructor  
School of Hospitality & Culinary Arts
- Warren Pendree, Instructor,  
School of Hospitality & Culinary Arts
- Richard Warren, Instructor,  
School of Hospitality & Culinary Arts

**Alternates:**

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

- Richard Lange, Supervisory, Security
- Kerilyn Zielinski, Safety & Training Coordinator, Safety & Health Services

Information  
Information

**1. CALL TO ORDER: 2:00 p.m.**

**2. WELCOME AND INTRODUCTIONS Blair Mineault**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below
  - Remind students of safe procedures for cleaning equipment – Warren Pendree
  - College Policy on Cannabis Use – Karen McDonald
  - Identification for Contractors – Claire Snowball

**4. APPROVAL OF MINUTES FROM LAST MEETING April 28, 2018**

- Accepted  
 Amended – if amended, list items below

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES April 28, 2018**
**a. Safe Work Procedures Binders**

<b>Update:</b>	<ul style="list-style-type: none"> <li>SWP's are completed and in binders which are in holders in each lab</li> <li>Terry Gereta has added the SWP's for his lab to his LEARN, so students have to review all appropriate SWP's before they can proceed in his lab. All equipment is demonstrated as an introduction to his lab.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**b. Binder Holders**

<b>Update:</b>	<ul style="list-style-type: none"> <li>All Binder Holders are installed in labs.</li> <li><i>Question:</i> Do they need to be labelled? <i>Response from SHS:</i> No.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**c. Labels for Squeeze Bottles**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Janelle Schneider has acquired vinyl labels for the squeeze bottles being used in labs, and instructors are ensuring that all bottles are appropriately labelled.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**d. Committee Membership**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Janelle Schneider has compiled a list of all members on the PGI Committee, and their start dates as committee members.</li> <li>Term of membership is three years.</li> <li>Kyle Andreasen, who is on the Research Team, has been invited to join the committee.</li> <li>Blair Mineault will liaise with Andre Crate, with the Sustainability Team, to get any feedback he may have concerning safety issues in the building.</li> <li>Committee members are encouraged to find alternates to attend meetings when committee members are unavailable.</li> </ul>		
<b>Further Action</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	

<b>Required:</b>			
<b>Action:</b>	Identify alternates for committee members, and provide names to Janelle Schneider.		
<b>Person Responsible:</b>	All	<b>Target Deadline:</b>	January 16, 2019

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

### a. Review of Improvement Orders

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The College has an Improvement Order to develop a safety and health program which adheres to provincial legislation.</li> </ul>		
<b>Action:</b>	Ongoing improvements and training		
<b>Person Responsible:</b>	Safety & Health Services	<b>Target Deadline:</b>	Ongoing

### b. Review of Workplace Inspection Reports

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The Workplace Health and Safety Committees are required to meet on a quarterly basis, with an inspection occurring a week or so prior to the meeting so a report can be brought to the members.</li> </ul>		
<b>Action:</b>	Safety & Health Services will be rolling out an inspections training program.		
<b>Person Responsible:</b>	Safety & Health Services	<b>Target Deadline:</b>	December 2018

### c. Workplace Injury Reports

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Data from Workplace Injury reports will be brought to the committee.</li> </ul>		
<b>Action:</b>	Changes will be made to the First Aid program regarding how injuries requiring First Aid supplies have been incurred.		
<b>Person Responsible:</b>	Safety & Health Services	<b>Target Deadline:</b>	Ongoing

### d. Review of Right to Refuse Investigations

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Training will be provided concerning workers' right to refuse unsafe work.</li> </ul>		
<b>Action:</b>	Schedule Right to Refuse Training		
<b>Person Responsible:</b>	Safety & Health Services	<b>Target Deadline:</b>	Ongoing

### e. Review of Safe Work Procedures

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>If there has been an incident involving a piece of equipment that has a Safe Work Procedure document, the document will be reviewed.</li> </ul>		
<b>Action:</b>	None		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

### f. Review of Training and Education

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Basic Workplace Health &amp; Safety Committee training will be provided to all committee members who have not yet received it.</li> <li>Karen McDonald and Janelle Schneider have done the basic training.</li> </ul>		
<b>Action:</b>	WHS Training sessions to be scheduled		

<b>Person Responsible:</b>	Safety & Health Services	<b>Target Deadline:</b>	Ongoing
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**g. Musculoskeletal and Ergonomics Update**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Susan Thorvaldson is the new musculoskeletal specialist with the Safety &amp; Health Services department.</li> </ul>		
<b>Action:</b>	Musculoskeletal Updates		
<b>Person Responsible:</b>	Susan Thorvaldson/Kerilyn Zielinski	<b>Target Deadline:</b>	Ongoing

**h. Emergency Preparedness Update**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>There is now an Emergency Preparedness Coordinator, Nicki Albus, on staff with the Safety &amp; Health Services department.</li> </ul>		
<b>Action:</b>	None		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**7. NEW BUSINESS**

**a. Eyewash Station in B08**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	February 2018
<b>Issue:</b>	A work order for a plumbed eyewash station was placed on February 2, 2018. The work order was closed on June 6, 2018, but the work was not completed.		
<b>Action:</b>	Due to the changes in the Facilities department, a new work order will be placed, with updates requested.		
<b>Assigned to:</b>	Janelle Schneider	<b>Target Date:</b>	September 30, 2018

**b. Policy for Safety-Related Work Orders**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	<p>How are safety-related work orders handled? Does the SHS department get notified when these work orders are submitted?</p> <p><i>Response from Kerilyn Zielinski:</i> Safety-related work orders are supposed to get priority attention, and be distributed to the Safety &amp; Health Services department.</p>		
<b>Action:</b>	Confirm with Jodi Pluchinski concerning both the policy and the process for safety-related work orders.		
<b>Assigned to:</b>	Kerilyn Zielinski	<b>Target Date:</b>	January 16, 2019

**c. Site Inspections for PGI**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	September 29, 2018
<b>Issue:</b>	Upcoming site visits to be scheduled		
<b>Action:</b>	See item 6b		
<b>Assigned to:</b>		<b>Target Date:</b>	

**d. AED Inspections**



<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	Who inspects the AED Units? <i>Response from Rick Lange:</i> The Security Department conducts monthly inspections.		
<b>Action:</b>	None		
<b>Assigned to:</b>		<b>Target Date:</b>	

**e. Communication with all Staff and Faculty who work at PGI**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	It is the responsibility of committee members to get feedback from coworkers concerning items that need to be brought forward to the committee.		
<b>Action:</b>	Distribute committee meeting minutes to all staff and faculty.		
<b>Assigned to:</b>	Janelle Schneider	<b>Target Date:</b>	Ongoing

**f. Importance of Observing Safe Work Procedures in the Labs**

<b>Origin Name:</b>	Warren Pendree	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	Warren observed a student attempting to clean a meat slicer while it was still running.		
<b>Action:</b>	An email will be sent to all staff reminding them of an instructor's responsibility to be observant and ensure students are following work procedures.		
<b>Assigned to:</b>	Karen McDonald	<b>Target Date:</b>	Immediately

**g. Visible Identification of Contractors Working on Site at PGI**

<b>Origin Name:</b>	Claire Snowball	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	In light of the recent security incidents at PGI, is it possible to have some form of visible identification to be issued to contractors who are in the building on authorized business, just to assist with quick and easy identification. <i>Response from Rick Lange:</i> This has been an ongoing discussion with both Karen McDonald and Al Podzorski with Facilities.		
<b>Action:</b>	Report back to committee as soon as decisions are made with the Facilities department.		
<b>Assigned to:</b>	Rick Lange	<b>Target Date:</b>	Ongoing

**h. Key for Lock in the Door at the Back of Jane's**

<b>Origin Name:</b>	Terry Gereta	<b>Date of Origin:</b>	September 19, 2018
<b>Issue:</b>	The door between Jane's and the Dish Room is now kept locked when Jane's is not in service, which creates difficulty for instructors getting to their offices adjacent to Jane's.		
<b>Action:</b>	Submit work order to have the door between Jane's and the dish room keyed.		
<b>Assigned to:</b>	Janelle Schneider	<b>Target Date:</b>	Immediately

**8. REQUEST FOR REPSONSE 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.**

<b>Date Sent to Employer:</b>	<b>Items requiring response from Employer: None</b>

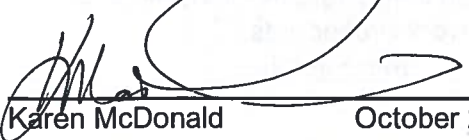
**9. MEETING ADJOURNED: 3:00 p.m.**

**10. NEXT MEETING: January 16, 2019, 2:00 p.m.**


**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:**

  
Karen McDonald                      October 24, 2018

**Employee Co-Chair Signature:**

  
Blair Mineault                      October 24, 2018

**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.