

Workplace Safety & Health Committee
Paterson GlobalFoods Institute
January 30, 2019
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**

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):

None

1. CALL TO ORDER: 2:15 p.m.

2. WELCOME AND INTRODUCTIONS Blair Mineault

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
 - Fire Extinguishers – Blair Mineault
 - Compressor Noise in BO8 – Blair Mineault
 - Grease Pit Smell in Labs – Richard Warren
 - Range Hoods in Jane’s – Terry Gereta

4. APPROVAL OF MINUTES FROM LAST MEETING September 19, 2018

- Accepted
 Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES September 19, 2019
a. Committee Membership - Alternates

Update:	• Alternates for current members need to be identified.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	An email will be sent to current members, asking them to identify alternates. Janelle will maintain this list.		
Person Responsible:	Janelle Schneider	Target Deadline:	February 28, 2019

b. Committee Membership – Food Services

Update:	• Claire Snowball is no longer with the College, and a replacement was not named in time for today's meeting. Jon Royal has been contacted to identify a replacement, and he has said he will discuss with Gord to see if he is willing. A replacement was not able to be found for today's meeting. If Gord does join the committee, he will not be a management representative.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Confirmation of Gord's participation		
Person Responsible:	Blair Mineault	Target Deadline:	February 28, 2019

c. Committee Membership - Research

Update:	• Kyle Andreasen had indicated willingness to participate in the committee; however, he is now the only person working in Culinary Research, and is unable to commit to meetings due to workload commitments. Information will be communicated to him from the committee, and he will bring any concerns he has to Blair or Karen.		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:			
Person Responsible:		Target Deadline:	

d. Committee Membership – Sustainability Team

Update:	• Andre Crate will not be joining the committee, but will communicate to Blair any concerns he identifies.		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:			
Person Responsible:		Target Deadline:	

e. Contractor Identification

Update:	<ul style="list-style-type: none"> Rick Lange reported by email that discussions about a system of identification for contractors coming into PGI is under discussion with Al Podzorski with Facilities. As Al is on vacation until March, this conversation is on hold, but Rick will revisit it when Al is back. There are some concerns about the cost of creating and replacing identification badges, as well as the time required by Security personnel to administer the system, but Rick is confident solutions can be found. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	<ul style="list-style-type: none"> Continuing discussions between Facilities and Security about creating identification system for contractors Suggestion was made to bring up the issue with Dave Wozny, Acting Director of Facilities. With the creation of the Research facility on the 11th Floor, the amount of visitor traffic to the building will continue to increase. A workable solution needs to be found sooner rather than later. 		
Person Responsible:	Rick Lange	Target Deadline:	Ongoing

6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)
a. Review of Improvement Orders

Discussion:	<ul style="list-style-type: none"> All improvement orders have now been closed. SHS continues to work on developing the Safety and Health program. Safety and Health committee members will have an opportunity to provide feedback on the drafts. 		
Action:			
Person Responsible:	Safety and Health Services	Target Deadline:	Ongoing

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> Inspections are on hold until committees receive inspections training. 		
Action:			
Person Responsible:	Safety and Health Services	Target Deadline:	Ongoing

c. Workplace Injury Reports

Discussion:	<ul style="list-style-type: none"> There is currently not a report regarding incident statistics. Please note that incident statistics can be compiled only if incidents are being reported. Every incident that takes place needs to reported by the instructor through the Safety and Health Services microsite. https://www.rrc.ca/shs/forms/report-an-incident/ 		
Action:	Reminder to staff about reporting incidents		
Person Responsible:	Janelle Schneider	Target Deadline:	February 8, 2019

d. Review of Right to Refuse Investigations

Discussion:	• There have been no recent right to refuse investigations.		
Action:			
Person Responsible:		Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	• Safe Work Procedures at PGI are up to date.		
Action:			
Person Responsible:		Target Deadline:	

f. Review of Training and Education

Discussion:	• Training Materials for Inspections and for Right to Refuse is currently being finalized by SHS. Dates for training will be set once the Basics training has been completed by all committee members, and once the material is finalized.		
Action:	Set dates for Basics Training for all committee members who have not yet received it.		
Person Responsible:	Janelle Schneider	Target Deadline:	February 28, 2019

g. Musculoskeletal and Ergonomics Update

Update:	• No update		
Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> • Emergency Response team members are being trained. If you are interested in being part of the RRC Emergency Response Team, please contact Nicki Albus, Emergency Response Coordinator. • Brad Gray was formerly the Emergency Response lead for PGI. With his departure from the College, Janelle Schneider contacted Nicki Albus to find out more about what is involved in this position, and to volunteer for this role, pending receipt of more information. Nicki will be forwarding the information document as soon as she has it ready. 		
Action:	Confirm role and responsibilities as Emergency Response lead for PGI		
Person Responsible:	Janelle Schneider	Target Deadline:	As information is available

7. NEW BUSINESS
a. Food Inspection Notices

Origin Name:	Blair Mineault	Date of Origin:	December 18, 2018
Issue:	At the last staff meeting for the School of Hospitality and Culinary Arts, questions were asked about the process for the School receiving notification of Food Safety information, and recall notices.		

Action:	Information was obtained about signing up for notices from the Canadian Food Inspection Agency. Janelle Schneider has signed up for notifications which will be passed along to Karen McDonald, the chef instructors and the purchasing staff, if required.		
Assigned to:	Janelle Schneider	Target Date:	Ongoing

b. Security Update

Origin Name:	Rick Lange	Date of Origin:	Ongoing
Issue:	There have been no incidents of concern since the last meeting.		
Action:			
Assigned to:		Target Date:	

c. Air Quality in PGI 307

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	<p>There have been ongoing issues with a gas smell in this lab which has also affected the Staff Room. Facilities brought in an independent contractor to do airflow testing, which helped identify the problem. Lowe's Mechanical corrected the faulty settings, as well as found a few other nonfunctional items in the system. Everyone involved in the diagnostic and remediation process worked hard over the Christmas Break to get most of the work done before classes resumed in January. Some of the pilot lights still blow out occasionally, but the problem is greatly reduced.</p> <p>Comment from Safety and Health Services: The department has acquired several new pieces of equipment. Depending on the nature of the concern, SHS may have the equipment required to evaluate the indoor air quality in a specific area.</p>		
Action:			
Assigned to:		Target Date:	

d. Panic Button in Garde Manger Lab

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	<p>An instructor has voiced concern about having no quick way to contact Security if a student passes out or is otherwise seriously enough injured that the instructor can't leave the lab.</p> <p>Feedback from Karen McDonald: There should be a conversation among the Culinary Arts instructors about a standard procedure for dealing with the rare case of an incident in the lab which would render the instructor unable to phone Security, such as identifying a student to use their cell phone to call Security, The number for Security should be posted adjacent to the First Aid kits. When this procedure is developed, it should become part of the safety briefing given in every lab at the start of each section.</p>		
Action:	Develop and communicate standard emergency protocol for labs		
Assigned to:	Karen McDonald/ Janelle Schneider	Target Date:	Next meeting

e. Range Hood Fans in Jane's

Origin Name:	Terry Gereta	Date of Origin:	January 30, 2019
Issue:	The indicator lights on the range hoods in Jane's are not working properly. This has been an ongoing problem, and previous requests for repair have resulted in the assurance that the fans are working properly even if the indicator lights aren't.		
Action:	A work order will be placed and the response will be tracked.		
Assigned to:	Janelle Schneider	Target Date:	February 8, 2019

f. Wheel Chair for Third Floor

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	An instructor has requested the purchase of a wheelchair to be kept on the third floor to reduce the amount of time required to request one from Security. Response: The use of the protocol being developed in item d should help with this matter. It would be best for Security personnel to be the ones bringing the wheelchair as they are the ones with the training in how to help a person into a wheelchair safely. Purchase of a wheelchair as this time is not realistic as there is no place to store it.		
Action:	None		
Assigned to:		Target Date:	

g. First Aid Kits

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	All of the First Aid kits in the labs are extremely low on supplies and have been for weeks. It has been at least four months since the kits were checked.		
Action:	Contact Safety and Health Services about acquiring more supplies and what to expect for routine monitoring and restocking.		
Assigned to:	Blair Mineault	Target Date:	February 8, 2019

h. Hand Sanitizer Stations

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	A request has been made for hand sanitizer stations to be installed in the hallways. Response from committee: There is actually effort being made to get away from the use of hand sanitizer stations. There was a station on the main floor, but it was taken out as it was being used inappropriately. There are many handwashing sinks throughout the School, and students need to be reminded to use them frequently and properly.		
Action:	None		
Assigned to:		Target Date:	

i. Fire Extinguishers

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	There is no consistency among the fire extinguishers in the building. Some are locked. Some are behind glass that must be broken with a mallet for access,		

	but the mallet is missing. Some have stickers to indicate how to access and use, and others do not.		
Action:	Email to Safety and Health Services outlining concerns and requesting feedback.		
Assigned to:	Blair Mineault	Target Date:	February 8, 2019

j. Compressor Noise in B08

Origin Name:	Blair Mineault	Date of Origin:	January 30, 2019
Issue:	The compressors for the freezers in the basement food preparation area are extremely loud. This area is adjacent to the office where the Shipping and Receiving staff work, and it is too loud for a safe working environment. A noise muffling curtain was installed but it hasn't helped. Something needs to be done to determine what the next steps should be.		
Action:	Put in a work order requesting evaluation and remediation		
Assigned to:	Janelle Schneider	Target Date:	February 8, 2019

k. Grease Pit Smell in Labs

Origin Name:	Richard Warren	Date of Origin:	January 30, 2019
Issue:	<p>The grease traps in the labs often get very smelly. The Baking Labs and the dish area beside Jane's are particularly bad. Is there any way to have them cleaned out regularly?</p> <p>Response from Karen McDonald: It had been noticed last week that the chemical dispensers beside the grease traps have been empty for awhile. Karen talked with Dennis from Facilities, and found out that due to the new procedures in the Facilities department, there was a lag in service visits. However, an ongoing PO has now been generated and Safe Canada is back to making monthly visits to clean the traps, and quarterly visits to keep the dispensers replenished.</p> <p>Note: The sump pit in Shipping and Receiving needs to be cleaned and the chemical replenished at the same time as the grease traps. Students need to be reminded that this pit is not a drain, and cannot be used as such.</p>		
Action:	Email to instructors about reminding students to not use sump pit as drain		
Assigned to:	Janelle Schneider	Target Date:	February 8, 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:
<insert date>	<insert item numbers that require response from employer>

9. MEETING ADJOURNED:

3:00 p.m.

10. NEXT MEETING:

April 17, 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

Management Co-Chair Signature:



Karen McDonald February 7, 2019

Employee Co-Chair Signature:



Blair Mineault February 7, 2019

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.