

Workplace Safety & Health Committee

April 26, 2018

PGI 305

2:15pm – 2:35pm

MINUTES

Committee Members:

- Blair Mineault, Instructor, School of Hospitality & Culinary Arts (Employee Co-Chair)
- Karen McDonald, Chair, School of Hospitality & Culinary Arts (Management Co-Chair)

- Kylie Clarke, Manager, Residence Services
- Terry Gereta, Instructor, School of Hospitality & Culinary Arts
- Warren Pendree, Instructor, School of Hospitality & Culinary Arts
- Claire Snowball, Supervisor, Food Services
- Richard Warren, Instructor, School of Hospitality & Culinary Arts
- Kerilyn Zielinski, Safety & Training Coordinator, Safety & Health Services

Guests:

None

Call to Order: 2:15 p.m.

STANDING ITEMS	DISCUSSION	ACTION ITEMS
1. Review and Acceptance of Agenda	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • 	
2. Approval of Previous Minutes February 1, 2018	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • 	
3. Review Action Items from Previous Minutes February 1, 2018	<p>➤ Safe Work Procedure Binders UPDATE: Blair Mineault has completed SWP sheets for all lab equipment. Janelle Schneider is now ensuring each lab has an up-to-date binder, and is forwarding signed copies of SWP sheets to Health & Safety.</p> <ul style="list-style-type: none"> • Recycling and B08 may need new binders. <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p> <p>➤ Binder Holders UPDATE: Blair Mineault has labelled areas where binder holders need to be installed—313 Mixology, Jane’s, Short Order.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Update binders for all labs Person Responsible: Janelle Schneider Target Deadline: May 31, 2018</p> <p>Action: Submit work order to have installation completed. Person Responsible: Janelle Schneider Target Deadline: May 31, 2018</p>
	<p>➤ Labels for Squeeze Bottles UPDATE: Blair Mineault and Kerilyn will coordinate a date for site inspection. The date will be later in June when Blair’s teaching schedule is less intense.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Acquire Labels for Squeeze Bottles Person Responsible: Janelle Schneider Target Deadline: June 30, 2018</p>

	<p>➤ Committee Membership UPDATE: Someone needs to track committee membership and when two-year terms expire.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Compile list of committee members and start dates Person Responsible: Janelle Schneider Target Deadline: Next meeting</p>
	<p>➤ Committee Membership UPDATE: Does Andre Crate need to be invited to sit on the committee?</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Discuss committee membership with Kerilyn Zielinski Person Responsible: Co-Chairs and Kerilyn Zielinski Target Deadline: Next meeting</p>
4. Improvement Order Update	<ul style="list-style-type: none"> • None 	<p>Action: Person Responsible: Target Deadline:</p>
5. Review of Workplace Inspection Reports	<ul style="list-style-type: none"> • Blair Mineault and Kerilyn will coordinate a date for site inspection. The date will be later in June when Blair's teaching schedule is less intense. 	<p>Action: Schedule PGI Site Inspections Person Responsible: Blair Mineault/Kerilyn Zielinski Target Deadline: June 30, 2018</p>
6. Workplace Injury Reports -	<ul style="list-style-type: none"> • None 	<p>Action: Person Responsible: Target Deadline:</p>
7. Review Right to Refuse Investigation	<ul style="list-style-type: none"> • None 	<p>Action: Person Responsible: Target Deadline:</p>
8. Review of Safe Work Procedures - <insert name(s) responsible>	<ul style="list-style-type: none"> • Ongoing work in getting updated binders into each lab 	<p>Action: Updating binders Person Responsible: Blair Mineault/Janelle Schneider Target Deadline: June 30, 2018</p>

9. Review of Training and Education	<ul style="list-style-type: none"> Kylie Clark would like to have her floor reps participate in fire safety training, when it becomes available. 	Action: Person Responsible: Target Deadline:
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NEW BUSINESS

1. None					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline

Request Response from Employer (i.e. Dean, Director, Executive Director, VP)
 This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to bring this forward.
 The employee has 30 days to respond in writing back to the Committee.

Yes
 Management Co-Chair Name: Karen McDonald
 Date sent to employer:

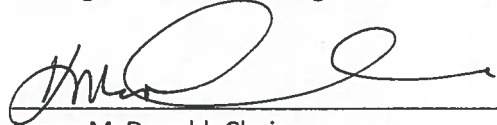
Meeting Adjourned: 2:35 p.m.

NEXT MEETING: Third week in September

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 - j.pluchinski@RRC.CA.

Management Co-Chair Signature



Karen McDonald, Chair,
School of Hospitality & Culinary Arts

June 25, 2018
Date

Employee Co-Chair Signature



Blair Mineault, Instructor
School of Hospitality & Culinary Arts

Sep 13/18
Date

COPY OF MINUTES SENT TO THE FOLLOWING WITHIN 7 BUSINESS DAYS OF MEETING:

- WSH Committee Members
- Safety & Health Services – jpluchinski@RRC.CA
- WSH Branch – cominutes@gov.mb.ca
- Posted on designated WSH Committee bulletin board