

Workplace Safety & Health Committee
Paterson GlobalFoods Institute
April 17, 2019
2:00 p.m. – 3:00 p.m.
PGI 301

MINUTES

Committee Members:

Management Members:

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

Alternates:

- Rick Lange, Security Supervisor
- Tara Wiebe, Coordinator, Residence Services

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
- Gord Goldau, Food Services
- Warren Pendree, Instructor,
School of Hospitality & Culinary Arts
- Richard Warren, Instructor,
School of Hospitality & Culinary Arts

Alternates:

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- Jon Royal, Food Services
- Kristen Chemerika-Lew, Instructor,
School of Hospitality & Culinary Arts
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Guests (Guest attendance approved by Co-Chairs):

Kerilyn Zielinski, Safety & Training Coordinator, Health & Safety Services

Information

1. CALL TO ORDER: 2:10 p.m.

2. WELCOME AND INTRODUCTIONS Blair Mineault

Gordon Goldau has joined the committee as a representative for Food Services.
Rick Lange is unable to attend today's meeting due to other commitments.

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING January 31, 2019

- Accepted
 Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>
a. Committee Membership

Update:	<ul style="list-style-type: none"> • Alternates 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Janelle is working on getting the names of alternates from committee members.		
Person Responsible:	Janelle Schneider	Target Deadline:	June 2019

b. Contractor Identification

Update:	<ul style="list-style-type: none"> • There are always contractors in the building, working on various issues, but there is no way of identifying them as being here on official business. With the construction on the 11th floor, and the upcoming mechanical upgrade, contractor presence in the building will continue to increase. • The presence of unauthorized persons in the building continues to be a security concern, as items have been stolen. Staff have been asked to be vigilant about watching about such unauthorized people, but with no way of identifying who is here on official business and who is not, it is hard to be proactive from a security standpoint. • Both Karen and Kylie Clark continue to bring these concerns forward to Facilities, Security and Management. Everyone agrees this is needed, but no plan has come forward as of yet. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:			
Person Responsible:		Target Deadline:	

c. Food Inspection Notices

Update:	<ul style="list-style-type: none"> • Janelle Schneider has signed up for notification from the Food Inspection Agency Canada regarding food recalls and alerts. When items relevant to the School of Hospitality & Culinary Arts are posted, she will forward them to the Chair, the chefs, and to Brian and Tina in the shipping and receiving area. 		
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. Basic Food Prep Lab Air Quality

Update:	<ul style="list-style-type: none"> Testing was done, and when the equipment was examined, there were a lot of issues discovered. Air quality has improved, and air quality is continuing to be monitored. All the pilot lights will be replaced. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Ongoing testing		
Person Responsible:	Facilities	Target Deadline:	Ongoing

e. Development of Written Standard Emergency Protocol for Labs

Update:	<ul style="list-style-type: none"> Karen McDonald and Janelle Schneider will be working on this in May. Jodi Pluchinski recently approached Karen McDonald about the possible need for a nurse at PGI, due to the number of incidents which occur here. Jodi will be checking into whether a nurse would be able to do more than the Security Personnel currently do in terms of treating injuries, as space in the building is at a premium. Jodi Pluchinski will be sending taxi vouchers for use by students who need to be transported to an urgent care clinic. The School of Hospitality & Culinary Arts has a huge usage of bandaids, but very little reporting. If there is an incident that requires a bandage, it would be reported using the Health and Safety microsite. https://www.rrc.ca/shs/forms/report-an-incident/ Safety and Health Services is required by provincial to keep a first aid record, which can only be maintained if incidents are reported accurately. In addition, reporting ensures that adequate supplies are kept on hand. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Develop written protocol		
Person Responsible:	Karen McDonald and Janelle Schneider	Target Deadline:	June 2019

f. Range Hoods in Jane's

Update:	<ul style="list-style-type: none"> When the range hoods in Jane's are working properly, there are lights on the display panel that indicate the system is functional. Whenever the hoods are cleaned, the filters are removed and not put back properly, which results in the lights not being lit up. The hoods are still drawing, but there is concern that the system isn't working as it should, as indicated by the lights, or lack thereof. <i>Response from Karen McDonald:</i> A new contractor is being hired for cleaning the vents in all of the labs. Both Karen and the Facilities representative for this building, Dennis, have spoken with the company about the expectations for proper cleaning and re-installation. Karen will speak further with Dennis about the need to monitor this closely. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Ongoing monitoring with new contractor		
Person Responsible:	Karen McDonald/Dennis Meyer	Target Deadline:	Ongoing

g. First Aid Kits

Update:	<ul style="list-style-type: none"> All First Aid kits in the building are now replenished. The CSA standards concerning the contents of First Aid kits have changed, and the Safety and Health Services department is waiting for details as to what is required. The College policy is that each department will monitor their own kit(s) and request the supplies as required, using an online system which will be implemented in the near future. <i>Question from Karen McDonald: Will each department be responsible for the costs of the supplies? Response: Most likely.</i> 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Distribution of information regarding updated CSA standards		
Person Responsible:	Safety and Health Services	Target Deadline:	When Available

h. Fire Extinguishers

Update:	<ul style="list-style-type: none"> Blair Mineault will take Kerilyn Zielinski on a tour of the building to see the variations in how the equipment is stored and used. 		
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:	

i. Compressor Noise in B08

Update:	<ul style="list-style-type: none"> A door has been installed to replace the noise curtain and the staff who work in the area report that the noise is much reduced. 		
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:	

j. Grease Pit Odor in Labs

Update:	<ul style="list-style-type: none"> All of the grease traps have been cleaned recently and the chemical dispensers refilled. The odor is still occurring in the baking labs, so the recommendation has been made to ensure the grease trap is kept wet. If it dries out, odor is more likely. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Continued monitoring		
Person Responsible:	Lab Instructors	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"> There are no improvement orders outstanding. 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> Inspections have been put on hold, pending new training for committee members. The training will include new checklists. 		
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

Discussion:	<ul style="list-style-type: none"> Workplace injuries report not available right now. 		
Action:			
Person Responsible:		Target Deadline:	

d. Review of Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> No investigations are ongoing. 		
Action:			
Person Responsible:		Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	<ul style="list-style-type: none"> SWP's for PGI are all up to date. Note: If there are injuries which involve equipment usage, the SWP document for that equipment should be reviewed to ensure it is clear and complete. 		
Action:			
Person Responsible:		Target Deadline:	

f. Review of Training and Education

Discussion:	<ul style="list-style-type: none"> First Aid Training can be scheduled to accommodate PGI staff who need updating Some of the WHS committee members need basic training, which has now been condensed from three hours into one hour. Kerilyn Zielinski and Janelle Schneider are working together to set up training dates. 		
Action:	<ul style="list-style-type: none"> Janelle will email staff to find out how many would be interested in updating first aid training in May. 		
Person Responsible:	Janelle Schneider	Target Deadline:	April 30, 2019

g. Musculoskeletal and Ergonomics Update

Update:	<ul style="list-style-type: none"> No updates 		
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Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> Nicki Albus is working to update Emergency Preparedness Policies and Procedures. Student Emergency Preparedness training is scheduled to be available in the fall through LEARN. 		
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS

a. Communication regarding construction

Origin Name:	Karen McDonald	Date of Origin:	April 17, 2019
Issue:	<p>With all of the work going on at PGI, communication concerning various construction projects needs to be improved.</p> <p>Examples:</p> <ul style="list-style-type: none"> Yesterday, a flatbed truck was backed up by the Bijoux Park entrance so the crane could lift items from the truck onto the 11th Floor. We were given no advance notice that the entrance would be blocked and unusable, and there was no construction tape around the work site to indicate the need for caution by passersby. Last week, there was drilling taking place into the walls and floor of the building, with no advance notice to either the School of Hospitality & Culinary Arts, or to Residence Services. Not only was the noise was disruptive to classes and residents, but the contractors doing the work were not recognizable as being employed by any particular company. 		
Action:	Ongoing Discussion with Facilities, Security and Management		
Assigned to:		Target Date:	

b. CO2 Detectors

Origin Name:	Blair Mineault	Date of Origin:	April 17, 2019
Issue:	Carbon Monoxide detectors in the labs go off even when the range hoods are running. There is no policy for how to deal with the alarm, and guidance is needed from Safety and Health Services as to how to respond.		
Action:	Guidelines for response to CO2 alarms in the labs		
Assigned to:	Safety and Health Services	Target Date:	June 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.**

