

**Workplace Safety & Health Committee  
Transportation Heavy Apprenticeship Trades  
Thursday, June 6, 2019  
8:30 am  
Building Z, Room 113**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair:** Tom Grant, Chair, T.H.A.T
- Mark Blackner, Chair, E.M.M
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department

**Alternates:**

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

**Employee Members:**

- Co-Chair:** Dustin Blackwell, Instructor, Outdoor Power Equip.
- Jim Voth, Coordinator, T.H.A.T
- Barry Lee, Instructor, Collision Repair & Refinishing
- Rodger Morris, Instructor, Boilermaker
- Student Rep:** Niall Rasmussen, Automotive Diploma
- Len Grieve, Coordinator, Collision Repair & Refinishing

**Alternates:**

- Barry Chetyrbok, Instructor, Boilermaker
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

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

David Malo, Safety Officer, Environmental Health & Safety Services

To provide health & safety updates

**1. CALL TO ORDER: 8:38 am**

**2. WELCOME AND INTRODUCTIONS Tom Grant**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below
  - <list item and person responsible>
  - <list item and person responsible>

**4. APPROVAL OF MINUTES FROM LAST MEETING <April 4, 2019>**

- Accepted
- Amended – if amended, list items below
- <list item and person responsible>
  - <list item and person responsible>

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>**
**a. First Aid/Forklift/WHMIS Training**

<b>Update:</b>	• Looking for an updated list of staff for training		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>	David Malo have reviewed the forklift requirement will be looking at changing the training to make it more efficient for staff. Once you have completed your forklift/WHMIS training at RRC there will be no expiration date on the training, therefore you will only be require to take the training only once unless a second training in needed. We will be staying with Mastery for the time being for Forklift theory training.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**b. Review of Safe Work Procedures**

<b>Update:</b>	• David working on a new template for SWP.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>	David Malo is working on providing a new template for SWP. We will possibly be looking at attaching the SWP to the equipment.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**c. Review of Training & Education**

<b>Update:</b>	• David Malo working on setting up a day to train the staff.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>	David Malo is working on a day/time for the training.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**d. Emergency Preparedness**

<b>Update:</b>	• There will be Muster point signage going up shortly. Work with Walter Anderson on keys for the compound gates.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>	The Muster point signs have been installed in each of the areas. Still working on the keys for the compounds and the best location for the keys.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**e. Hearing Protection/Noise Level**

<b>Update:</b>	<ul style="list-style-type: none"> <li>EHSS is developing a policy for hearing protection and is providing spot noise level testing in the shops.</li> </ul>		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>	The noise level testing has been completed and the results are now being reviewed. Once they have been reviewed, recommendations will be made on molded hearing protection and hearing testing.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**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></li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**b. Review of Workplace Inspection Reports**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>EHSS is developing an inspection template.</li> <li>EHSS is working on a training calendar to set up training</li> </ul>		
<b>Action:</b>	EHSS to develop the template and training schedule.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**c. Workplace Injury Reports**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The last serious injury was on March 26, 2019. Student cut his hand and needed stitches.</li> </ul>		
<b>Action:</b>	N/A		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**d. Review of Right to Refuse Investigations**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>There are currently no right to refuse incidents or investigations.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**e. Review of Safe Work Procedures**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Dave Malo, Tom Grant and Dustin Blackwell meet in December about starting to review our SWP.</li> </ul>		
<b>Action:</b>	Dave Malo to supply new SWP template.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**f. Review of Training and Education**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Working on a training calendar for staff training.</li> </ul>		
<b>Action:</b>	Dave Malo to supply training calendar.		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**g. Musculoskeletal and Ergonomics Update**

<b>Update:</b>	<ul style="list-style-type: none"> <li>No updates at this time</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**h. Emergency Preparedness Update**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Muster point signage has been installed in all designated areas.</li> <li>Senior Leadership Team is still reviewing the procedure for dealing with an active shooter emergency.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**7. NEW BUSINESS**
**a. General Safety Training**

<b>Origin Name:</b>	Lori Thiessen	<b>Date of Origin:</b>	
<b>Issue:</b>	GST will only be 1 hour of training for students going forward. It will be held in the South Gym in the beginning of September.		
<b>Action:</b>	Lori To set up date and time for training.		
<b>Assigned to:</b>		<b>Target Date:</b>	

**b. Work Placement Forms**

<b>Origin Name:</b>		<b>Date of Origin:</b>	
<b>Issue:</b>	We will continue to use the work placement forms that are used for student that will be going out on work experience. Each time a student goes to a new place (one that has not been used previously) a form needs to be filled out.		
<b>Action:</b>	N/A		
<b>Assigned to:</b>		<b>Target Date:</b>	

**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:</b>
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<insert date>

<insert item numbers that require response from employer>

**9. MEETING ADJOURNED:**

**9:26 am**

**10. NEXT MEETING:**


**September 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](mailto:jpluchinski@rrc.ca)

**Management Co-Chair Signature:**

**Employee Co-Chair Signature:**



Tom Grant

June 14/19  
Date



Dustin Blackwell

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](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.