

**Workplace Safety & Health Committee**  
**Language Training Centre**  
**June 12, 2019**  
**1:30 pm – 3:00 pm**  
**Room 342 – 123 Main Street**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Heather Wilgosh, Manager, Department
- Lori Lobchuk, Program Manager
- Naomi Frey, Program Manager, Regionals
- Member Name, Member Title, Department
- Member Name, Member Title, Department

**Employee Members:**

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
- Carleigh Friesen, Projects, LTC
- Valerie Howat, Program facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Student to be named

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

David Malo, Health & Safety Officer  
Susan Thorvaldsen, MUSCULOSKELETAL & ERGONOMICS COORDINATOR

**Alternates:**

- Alternate Name, Member Title, Department
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**1. CALL TO ORDER: 1:35 pm**

**2. WELCOME AND INTRODUCTIONS Round table introductions**  
Round table introductions

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below  
Add: 7.d) Presentation – Right to Refuse Work – David Malo

**4. REVIEW AND ACCEPTANCE OF MINUTES**

- Accepted
- Amended – if amended, list items below  
February 6, 2019 minutes  
\* 5 (a) tape to be applied to classroom D.

## 5. Review of Action Items from Previous Minutes

### a. Accessibility

<b>Discussion:</b>	• Unfinished		
<b>Action:</b>	Check to see if completed. Floors will be waxed over summer. May lift tape.		
<b>Person Responsible:</b>	Academic Coordinator	<b>Target Deadline:</b>	September 12, 2019

### b. Basement Isolation Phone:

<b>Discussion:</b>	• Completed		
<b>Action:</b>	Information on emergency contacts is posted beside the telephone.		
<b>Person Responsible:</b>	Darka	<b>Target Deadline:</b>	May 2019

### c. Fire Evacuation Procedure

<b>Discussion:</b>	• In progress		
<b>Action:</b>	Being revamped with positions named in lieu of staff names.		
<b>Person Responsible:</b>	Darka	<b>Target Deadline:</b>	September 12, 2019

### d. Audit of Cords

<b>Discussion:</b>	• Completed		
<b>Action:</b>	All power cords and wires are secured and covered with bridges. Tricia and Darka meet regularly to do IT reviews/checks.		
<b>Person Responsible:</b>	Darka and Tricia	<b>Target Deadline:</b>	May 2019

### e. Lockdown Procedures

<b>Discussion:</b>	• Unfinished		
<b>Action:</b>	Nicki will share RRC Procedures when updated		
<b>Person Responsible:</b>	Nicki	<b>Target Deadline:</b>	Fall 2019

### f. Committee Member Update

<b>Discussion:</b>	• Unfinished		
<b>Action:</b>	Carleigh asked for volunteers but nobody has contacted us yet.		
<b>Person Responsible:</b>	Carleigh	<b>Target Deadline:</b>	June 2019

### g. AED, First Aid Kit and Fire Extinguishers checks and Confirmation

<b>Discussion:</b>	• Completed		
<b>Action:</b>	Security checks AED and First Aid monthly. Fire Extinguishers are checked by RRC contracted vendor Accurate. VIA Rail is responsible for the overarching annual checks on the fire extinguishers.		
<b>Person Responsible:</b>	Security / Materials Management	<b>Target Deadline:</b>	

### h. Training of New Staff

<b>Discussion:</b>	• On going		
<b>Action:</b>	Orientation Procedures for new students and new staff and hand book		
<b>Person Responsible:</b>	Management	<b>Target Deadline:</b>	ongoing

**i. Satellite Locations**

<b>Discussion:</b>	• Deferred – requires Naomi Frey, Program Manager, Regional		
<b>Action:</b>	Update on what is required/being done/needs to be done		
<b>Person Responsible:</b>	Naomi Frey	<b>Target Deadline:</b>	Fall, 2019

**j. Room 326 Accessibility**

<b>Discussion:</b>	• Completed		
<b>Action:</b>	Classroom was changed to accommodate student.		
<b>Person Responsible:</b>	Valerie	<b>Target Deadline:</b>	

**6. Safety and Health Services Update**
**3:10 pm**
**a. Improvement Order Update**

<b>Discussion:</b>	• N/A		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**b. Review of Workplace Inspection Reports**

<b>Discussion:</b>	• N/A		
<b>Action:</b>	WS & HC Training needs to be scheduled.		
<b>Person Responsible:</b>	Soha and Susan	<b>Target Deadline:</b>	January 2020

**c. Workplace Injury Reports**

<b>Discussion:</b>	• N/A		
<b>Action:</b>			
<b>Person Responsible:</b>	Soha and Susan	<b>Target Deadline:</b>	

**d. Review Right to Refuse Investigations**

<b>Discussion:</b>	• Complete		
<b>Action:</b>			
<b>Person Responsible:</b>	David Malo	<b>Target Deadline:</b>	May 2019

**e. Review of Safe Work Procedures (SWPs)**

<b>Discussion:</b>	• Completed		
<b>Action:</b>			
<b>Person Responsible:</b>	Soha and Susan	<b>Target Deadline:</b>	

**f. Review of Training and Education for Committee Members**

<b>Discussion:</b>	• On going		
<b>Action:</b>			
<b>Person Responsible:</b>	All committee members	<b>Target Deadline:</b>	ongoing

**g. Musculoskeletal and Ergonomics Update**

<b>Discussion:</b>	• N/A		
<b>Action:</b>			
<b>Person Responsible:</b>	Susan	<b>Target Deadline:</b>	

**h. Emergency Preparedness Update**

<b>Discussion:</b>	• Updates are being prepared by H & S. Videos, information etc.		
<b>Action:</b>			
<b>Person Responsible:</b>	Sherry / Nicki	<b>Target Deadline:</b>	Fall 2019

<b>7.</b>	<b>New Business</b>		<b>3:20 pm</b>
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**a. Asbestos Update**

<b>Discussion:</b>	• VIA Rail provided ab update to all tenants in the building. All asbestos is labelled and considered safe at this time.		
<b>Action:</b>	N/A		
<b>Person Responsible:</b>	Darka	<b>Target Deadline:</b>	

**b. Scent Policy**

<b>Discussion:</b>	• Reminder to our instructors that a scent free environment would be beneficial for all. Give them some tools to learn how to talk about it with their students.		
<b>Action:</b>	HR and H & S are working on guidelines/best practices.		
<b>Person Responsible:</b>	Sherry	<b>Target Deadline:</b>	Fall 2019

**c. Security Presentation**

<b>Discussion:</b>	• Security Presentations to Staff		
<b>Action:</b>	Contact Matt Sawatzky to schedule.		
<b>Person Responsible:</b>	Lori	<b>Target Deadline:</b>	Fall 2019

**d. Right to Refuse Work - Presentation**

<b>Discussion:</b>	• Training on Right to Refuse		
<b>Action:</b>	David will give this 20-minute presentation at a later date		
<b>Person Responsible:</b>	David Malo	<b>Target Deadline:</b>	Fall 2019

<b>8.</b>	<b>NEXT MEETING:</b>	<b>September 12, 2019: 1:30-3:00 Room TBD</b>
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**These Minutes require Management and Employee Co-Chair Signature:**

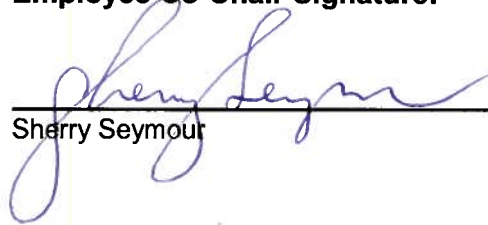
Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski – [jpluchinski@rrc.ca](mailto:jpluchinski@rrc.ca)

***These are draft minutes and will be approved at the September 12, 2019 meeting.***

**Management Co-Chair Signature:**

**Employee Co-Chair Signature:**

  
Darka Burczynski, June 17/19  
Date

  
Sherry Seymour 17 June 2019  
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.