

Workplace Safety & Health Committee
Electrical, Mechanical and Manufacturing
May 7, 2018
11:30 a.m. to 1:30 p.m.
A111

MINUTES

Committee Members:

Management Members:

- Co-Chair** Mark Blackner, Chair, Electrical, Mechanical and Manufacturing
- Tom Grant, Chair, Transportation and Heavy Apprenticeship Trades

Employee Members:

- Interim Co-Chair** David Major, Instructor, Electrical
- Edward Schlosser, Instructor, Welding
- Harold Tully, Instructor, Power Engineering Technology
- Jasvir Bharj, Instructor, Welding
- Rob Engley, Instructor, Electrical
- Victor Butts, Instructor, Manufacturing Technician/PMM
- David Malo, Health and Safety Officer, SHS

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
- Alternate Name, Member Title, Department

Guests (Guest attendance approved by Co-Chairs):

Dave Wozny, Senior Facility Manager, Facilities Management

Outstanding Action Item

CALL TO ORDER: **11:30 a.m.**

1. WELCOME AND INTRODUCTIONS **David Major**

2. REVIEW AND ACCEPTANCE OF AGENDA

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

3. APPROVAL OF MINUTES FROM LAST MEETING: March 20, 2019

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

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>
a. Filters / Gauges on Extractors

| | | | |
|---------------------------------|--|-------------------------|-----------|
| Update: | <ul style="list-style-type: none"> Servicing of filters increased to four times per academic year. Magnehelic Gauges – someone would need to be responsible for checking the gauges regularly (facilities would check gauges only on a periodic, scheduled basis). Committee decided against installing gauges at this time. Cleaning to be scheduled again before class start in September. | | |
| Further Action Required: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) | | |
| Action: | Ed Schlosser to work with Shy Bloodworth to identify high use periods. Shy to make a notation of scheduled cleaning dates on the Welding contact schedule (4 dates per academic year). Shy to send pre-determined dates to Dave Wozny. <u>Note:</u> Arc shop and Grinding area have the two worst filters – we may need to increase interval of cleanings on these two machines (at minimum, schedule four cleaning per academic year). | | |
| Person Responsible: | Ed Schlosser / Shy Bloodworth | Target Deadline: | June 2019 |

b. Safe Work Procedures to be Attached to Equipment

| | | | |
|---------------------------------|--|-------------------------|----------------|
| Update: | <ul style="list-style-type: none"> A new template is still being developed by SHS for the one page SWP summary. | | |
| Further Action Required: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) | | |
| Action: | Attach SWP to Equipment once one page summary has been developed. | | |
| Person Responsible: | David Malo / Committee | Target Deadline: | September 2019 |

c. Carpet Tripping Hazard

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|---------------------------------|--|-------------------------|--|
| Update: | <ul style="list-style-type: none"> Carpet in room BB09 was previously identified as being a tripping hazard. Carpet has since been repaired with tape and is no longer considered to be a safety concern. | | |
| 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. STTC Safety Assessments of PPE

| | | | |
|---------------------------------|---|-------------------------|-------------|
| Update: | <ul style="list-style-type: none"> PPE assessments were completed by Kerilyn and are awaiting review by Jennifer Brydon. | | |
| Further Action Required: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) | | |
| Action: | David Malo to meet with Jennifer Brydon to review PPE Safety Assessments for the STTC. Note: Include Mark Blackner in meeting. | | |
| Person Responsible: | David Malo / Jennifer Brydon | Target Deadline: | August 2019 |

e. Noise Monitoring

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| Update: | <ul style="list-style-type: none"> Marlene is coordinating this with instructors. | | |
| Further Action Required: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) | | |
| Action: | Ensure noise monitoring has been conducted. | | |
| Person Responsible: | David Malo | Target Deadline: | September 2019 |

5. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)
a. Improvement Order Update

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|----------------------------|---|-------------------------|--|
| Discussion: | <ul style="list-style-type: none"> No improvement orders | | |
| Action: | | | |
| Person Responsible: | | Target Deadline: | |

b. Review of Workplace Inspection Reports

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|----------------------------|---|-------------------------|---------------|
| Discussion: | <ul style="list-style-type: none"> A generic form for inspection reports to be developed and training to occur thereafter. | | |
| Action: | Training on Inspection Reports needs to be organized once forms are developed. | | |
| Person Responsible: | David Malo | Target Deadline: | December 2019 |

c. Workplace Injury Reports

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|----------------------------|--|-------------------------|--|
| Discussion: | <ul style="list-style-type: none"> No serious injuries as defined by the Province | | |
| Action: | | | |
| Person Responsible: | | Target Deadline: | |

d. Review of Right to Refuse Investigations

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|----------------------------|--|-------------------------|--|
| Discussion: | <ul style="list-style-type: none"> None | | |
| Action: | | | |
| Person Responsible: | | Target Deadline: | |

e. Review of Safe Work Procedures

| | | | |
|----------------------------|-----------------------------------|-------------------------|-----------|
| Discussion: | • SWP for Boilers | | |
| Action: | SWP to be reviewed by David Malo. | | |
| Person Responsible: | David Malo | Target Deadline: | June 2019 |

f. Review of Training and Education

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|----------------------------|---|-------------------------|-----------------|
| Discussion: | • Two additional units of training to be delivered. | | |
| Action: | David Malo to deliver two more training sessions. | | |
| Person Responsible: | David Malo | Target Deadline: | No Timeline Set |

g. Musculoskeletal and Ergonomics Update

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|----------------------------|--|-------------------------|-----------|
| Update: | • Platforms needed to elevate students. | | |
| Action: | Ed Schlosser to email David Malo and Susan Thorvaldson regarding this. | | |
| Person Responsible: | Ed Schlosser | Target Deadline: | June 2019 |

h. Emergency Preparedness Update

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|----------------------------|---|-------------------------|--|
| Discussion: | • Muster point signs to go up by end of June. | | |
| Action: | | | |
| Person Responsible: | | Target Deadline: | |

6. NEW BUSINESS
a. Safety Harmonization

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|---------------------|---|------------------------|-------------|
| Origin Name: | Ed Schlosser | Date of Origin: | May 7, 2019 |
| Issue: | Ed would like to see consistency in the use of PPE across different departments at the College. Coveralls are being used in place of welding jackets and although the coveralls have a fire retardant treatment, either it has worn away with washing or the coveralls have not been washed and are covered in oil. | | |
| Action: | David Malo to email Tom Grant requesting the use of welding jackets. Note: This may not come into effect until 2020 / 2021 as PPE booklists have already been sent to students. | | |
| Assigned to: | David Malo | Target Date: | May 2019 |

b. Guarding Project

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|---------------------|--|------------------------|-------------|
| Origin Name: | Mark Blackner | Date of Origin: | May 7, 2019 |
| Issue: | New guard installation was cracking and was rectified after meeting. | | |
| Action: | | | |
| Assigned to: | | Target Date: | |

c. General Safety Training (GST)

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|---------------------|---|------------------------|-------------|
| Origin Name: | Tom Grant | Date of Origin: | May 7, 2019 |
| Issue: | One hour LEARN sessions are being developed to cover the GST content (act, rights, who to talk to when you have a safety concern, and right to refuse). | | |
| Action: | David Malo to follow up with Jodi Pluchinski to determine whether the fall GST sessions will be delivered via the LEARN platform. | | |
| Assigned to: | David Malo | Target Date: | May 2019 |

7. 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> |

8. MEETING ADJOURNED: 1:30 p.m.

**9. NEXT MEETING: September 25, 2019
11:30 – 1:30
A111**

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:

Employee Co-Chair Signature: X

Mark Blackner

David Jas. Major

Mark Blackner May 23, 2019

David Major May 23, 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.