

## Workplace Safety & Health Committee Paterson GlobalFoods Institute

June 12, 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

##### **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:**

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

##### **Alternates:**

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- Gail Walker, Educational Assistant
- Jon Royal, Supervisor, Food Services
- Kristen Chemerika-Lew, Instructor,  
School of Hospitality & Culinary Arts
- Lylah Erkau, Instructor  
School of Hospitality & Culinary Arts

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

Richard Lange, Supervisory, Security

Information

#### **1. CALL TO ORDER:**

2:00 p.m.

#### **2. WELCOME AND INTRODUCTIONS**

Blair Mineault

#### **3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

**4. APPROVAL OF MINUTES FROM LAST MEETING April 17, 2019**

- Accepted  
 Amended – if amended, list items below

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

<b>Update:</b>	• Alternates have been identified for all committee members.		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**b. Security Update – Rick Lange**

<b>Update:</b>	• No major incidents		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	Ongoing

**c. Contractor Identification – Rick Lange**

<b>Update:</b>	• Security has been talking with Facilities about implementing a badge system to identify contractors working in the building. Immediate implementation is not possible, due to the number of contractors accessing the building every day. However, as the major projects are completed, and the pace of work returns to a routine level, the new system will be implemented.		
<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>	Ongoing conversation		
<b>Person Responsible:</b>	Rick Lange	<b>Target Deadline:</b>	Ongoing

**d. Ongoing Construction and Communication – Rick Lange**

<b>Update:</b>	• Communication among contractors, Security, and academic has been good during the upgrade and 11 <sup>th</sup> Floor construction. There have been no major issues.		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**e. Basic Food Prep Lab Air Quality**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Air quality has improved with the mechanical system upgrade, and will continue to be monitored.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**f. Development of Written Standard Emergency Protocol for Labs**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Under development</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>	Create written Emergency Protocol guidelines for labs		
<b>Person Responsible:</b>	Karen McDonald / Janelle Schneider	<b>Target Deadline:</b>	September 2019

**g. Range Hoods in Jane's**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Ongoing work by Facilities</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>	Dennis Meyer is in conversation with the company contracted to perform regular vent cleaning to remediate the issue.		
<b>Person Responsible:</b>	Dennis Meyer	<b>Target Deadline:</b>	August 2019

**h. CO2 Monitors**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Kerilyn Zielinski was going to find out if Safety and Health Services has a written protocol for responding to the CO2 alarms which occur in the labs.</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>	Blair will follow up with Jennifer Bryson to see if written protocols are available.		
<b>Person Responsible:</b>	Blair Mineault	<b>Target Deadline:</b>	September 2019

**i. First Aid Kits**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Blair refills first aid kits when he does eyewash stations. He refilled all of them in May, but we're finding that many of the supplies have disappeared since then, which is puzzling as students haven't been in the labs until this week. Blair will continue update.</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>	Janelle Schneider will talk with Karen McDonald about putting bandaids on the list of supplies students need to bring, so that they have their own supplies available.		
<b>Person Responsible:</b>	Janelle Schneider	<b>Target Deadline:</b>	September 2019

**j. Grease Pit Odor in Labs**

<b>Update:</b>	• Issue seems to be resolved since cleaning.		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (item is closed and no further action required)	
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team) No representative available for this meeting**
**a. Review of Improvement Orders**

<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>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**c. Workplace Injury Reports**

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

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

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

**e. Review of Safe Work Procedures**

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

**f. Review of Training and Education**

<b>Discussion:</b>	• Three committee members received Basic Training and Right to Refuse training		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**g. Musculoskeletal and Ergonomics Update**

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

**h. Emergency Preparedness Update**

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

**7. NEW BUSINESS**
**a. SWP's for New Kitchen on 4<sup>th</sup> Floor**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	June 12, 2019
<b>Issue:</b>	With the new kitchen on the 4 <sup>th</sup> floor now being operational, an SWP binder needs to be created for the equipment.		
<b>Action:</b>	Kylie Clark will find or create the required SWP's. She will consult with Janelle Schneider regarding the SWP's that may be available through the School of Hospitality & Culinary Arts.		
<b>Assigned to:</b>	Kylie Clark	<b>Target Date:</b>	September 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.**

<b>Date Sent to Employer:</b>	<b>Items requiring response from Employer:</b>
<insert date>	None

**9. MEETING ADJOURNED:**
**2:15 pm**
**10. NEXT MEETING:**
**September 24, 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:**

  
\_\_\_\_\_  
Rick Lange

June 18, 2019

**Employee Co-Chair Signature:**

  
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Blair Mineault

June 18, 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](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.