

Workplace Safety & Health Committee

Ancillary Services
March 27th, 2019
10:00 a.m. – 11:15 a.m.
NDC – FM31

MINUTES

Committee Members:

Management Members:

- Jill Patterson, Manager, Deaf & Hard of Hearing Services
- Sue Sydorchuck, Director, RRC Early Childhood Centre
- Co-Chair Stacey Thorarinson, Associate Registrar,

Student Engagement

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

Employee Members:

- Co-Chair Breanna Sawatzky, Mental Health Coordinator,
- Counselling & Accessibility Services
- Shawn Lapierre, Student Records Officer,
- Enrolment Services
- Margarita Natcheva, Immigrant Student Advisor,

International Education

- Lauren Siegers, Students' Association
- Adrian Johnson, Educational Assistant, Library Services

Guests (Guest attendance approved by Co-Chairs):

- Marleen Belo, Safety & Health Officer, SHS

1. CALL TO ORDER:

SHS update
10:00 a.m.

2. WELCOME AND INTRODUCTIONS

Co-Chair: Breanna Sawatzky

Note taker: Stacey Thorarinson

The previous committee has now been divided into two committees to make the scope more manageable. Ancillary Services and Ancillary Service Operation are now two separate committees. Todd Buchanan, Jamie Lee and Solomon Koodoo have moved to the Ancillary Service Operation Committee.

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

Approved by Lauren Slegers. Seconded by Adrian Johnson.

4. APPROVAL OF MINUTES FROM LAST MEETING

- Accepted
- Amended – if amended, list items below

Approved by Lauren Slegers. Seconded by Adrian Johnson.

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

a. Air Quality in Library

Update: • To take place in January

Further Action Required:

- Yes
- No (item is closed and no further action required)

Action:

Air quality monitoring took place in January. There is a smell but no toxins. Source of smell is either form glue or material on carpet tiles. When the old tiles in the front were removed the smell was gone. The mail lab still had the old carpet tiles. Jennifer Brydon will provide more information at a future point.

Person Responsible: Jennifer Brydon

Target Deadline:

b. Temperature in D Building

Update:

There were temperature issues identified, either where office spaces were either too hot or too cold in building D. Shawn has called the Powerhouse to look at the issue. Temperature gauges were used and were reported no less

than 20 degrees. Often the same thermostat controls multiple rooms.
Recommendations: Staff should continue to involve and work with facilities to ensure temperatures are within the safe zone. D206, D208 and D210 can call the Powerhouse if they have issues with the temperature, if the temperature is less than 20 degrees, this can be brought forward to the committee.

Further Action Required: Yes No (item is closed and no further action required)

Action:
Person Responsible:
Target Deadline:

c. Overhead Door Safety sensor

Update: This issues has gone to another committee for their review.

Further Action Required: Yes No (item is closed and no further action required)

Action: Will check to see if this item has been moved to another committee and is on their agenda.

Person Responsible: Breanna Sawatzky
Target Deadline: June 2019

Training: Training is not ready yet. Committee members will be notified when this will occur.

Committee communication: Marleen discussed the microsite. All minutes are on the microsite. You can select the committee to see who the members are and to review minutes.

Action: Marlene will look at adding this to the Staff News once the site is ready.

6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)

a. Review of Improvement Orders
Discussion: • All improvement orders have been closed.
Action:
Person Responsible: n/a
Target Deadline: n/a

b. Review of Workplace Inspection Reports
Discussion: • New Templates
Action: SHS is working on new templates. No inspections are this time.
Person Responsible: SHS
Target Deadline: Ongoing

c. Workplace Injury Reports
Discussion: • None
Action: Injury reports are in process.
Person Responsible: Marleen
Target Deadline: Ongoing

d. Review of Right to Refuse Investigations
Discussion: • Training to be provided
Action: Kerilyn is working on finalizing training with in the next month
Person Responsible: Kerilyn
Target Deadline: May 2019

e. Review of Safe Work Procedures
Discussion: • Committee members need SWP Training
Action: In the process of reviewing training and then will set up dates in the near future.
Person Responsible: Marleen Belo
Target Deadline: Ongoing

f. Review of Training and Education
Discussion: • More training to come from SHS



Action: n/a
Person Responsible: Kerilyn
Target Deadline: Ongoing

g. Musculoskeletal and Ergonomics Update

Update: • Susan has now taken over WCB claims
Action: n/a
Person Responsible: Susan Thorvaldson
Target Deadline: Ongoing

h. Emergency Preparedness Update

Discussion: • Fire drill miscommunications.
Action: Muster point signage has been completed for various buildings.
Person Responsible: n/a
Target Deadline: n/a

7. NEW BUSINESS

a. Dividing the Committee in Two

Origin Name: Marleen/Todd/Breanna
Date of Origin: December 12th 2018
Issue: Too large in scope. Some areas are not currently represented. Divided into two committees: Ancillary Services and Ancillary Service Operation
Action: Completed
Assigned to: n/a
Target Date: n/a

b. Power Bar Purchasing

Origin Name: SHS
Date of Origin: December 12th 2018
Issue: Purchasing of power bars
Action: Marleen and Facilities are working on guidelines for power bar purchasing.
Assigned to: Marleen
Target Date: Ongoing

c. Broken Chairs and Equipment

Origin Name: Lauren Sieger
Date of Origin: March 27th, 2019
Issue: Broken chairs and equipment and what should occur.

Action:

If staff or students can email Safety and Health Services at RRC if they see broken chairs or equipment. Place a note on the equipment indicating it is broken.

Assigned to: n/a

Target Date: n/a

d. <Insert New Business Item>

Origin Name:

Date of Origin:

Issue:

Action:

Assigned to:

Target Date:

e. <Insert New Business Item>

Origin Name:

Date of Origin:

Issue:

Action:

Assigned to:

Target Date:

f. <Insert New Business Item>

Origin Name:

Date of Origin:

Issue:

Action:

Assigned to:

Target Date:

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.

Date Sent to Employer:

Items requiring response from Employer:

<insert date>

<insert item numbers that require response from employer>

Thank you to Lauren Sieger for her participation in the Committee!

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:


Breanna Sawatzky
Date Apr 19, 2019


Stacey Thorarinson
Date Apr 19, 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.