

**Workplace Safety & Health Committee**  
**Ancillary Services**  
**June 26, 2019**  
**10:00 a.m. – 10:55 a.m.**  
**NDC – FM31**

**MINUTES**

**Committee Members:**

**Management Members:**

- Jill Patterson, Manager, Deaf & Hard of Hearing Services
- Sue Sydorck, Director, RRC Early Childhood Centre
- Co-Chair Stacey Thorarinson, Associate Registrar, Student Engagement
- Shawn Lapierre, Acting Associate Registrar, Student Engagement

**Employee Members:**

- Co-Chair Breanna Sawatzky, Mental Health Coordinator, Counselling & Accessibility Services
- Margarita Natcheva, Immigrant Student Advisor, International Education
- Elise Pierre, Students' Association
- Adrian Johnson, Educational Assistant, Library Services

**Alternates:**

- Alternate Name, Member Title, Department
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**Guests (Guest attendance approved by Co-Chairs):**

Marleen Belo, Safety & Health Officer, SHS

SHS update

**1. CALL TO ORDER:**

**10:07 a.m.**

**2. WELCOME AND INTRODUCTIONS**

Co-Chair Breanna Sawatzky

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below
  - Committee name
  - Sewage smell in SA offices
  - Fire extinguisher in SA offices
  - AED near SA offices
  - Gas smell D101
  - Ergonomics and safe lifting for Library Services

**4. APPROVAL OF MINUTES FROM LAST MEETING March 27, 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 March 27, 2019**
**a. Overhead door safety sensor**

<b>Update:</b>	• Breanna ensured this item was moved to different committee		
<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>	n/a	<b>Target Deadline:</b>	n/a

**b. Power bar purchasing**

<b>Update:</b>	• Facilities working on guidelines and audits and will inform us as these progress.		
<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>	n/a	<b>Target Deadline:</b>	n/a

**6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)**
**a. Review of Improvement Orders**

<b>Discussion:</b>	• None		
<b>Action:</b>			
<b>Person Responsible:</b>	n/a	<b>Target Deadline:</b>	n/a

**b. Review of Workplace Inspection Reports**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• After training in the Fall, inspections should begin January.</li> <li>• Additional staff (other than committee members) may be trained to ensure adequate human resources available to complete inspections quarterly.</li> <li>• Committee members will work as a team to complete all inspections rather than individuals being responsible for inspecting their own areas.</li> </ul>		
<b>Action:</b>	SHS is working on new templates and inspection training		
<b>Person Responsible:</b>	Safety and Health Services	<b>Target Deadline:</b>	Training - Fall Inspections begin - January

**c. Workplace Injury Reports**

<b>Discussion:</b>	• None
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<b>Action:</b>			
<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>• Training to be provided</li> </ul>		
<b>Action:</b>	Safety and Health Services is working on preparing the training.		
<b>Person Responsible:</b>	Safety and Health Services	<b>Target Deadline:</b>	Fall?

**e. Review of Safe Work Procedures**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Appears SWP are not used in committee areas</li> </ul>		
<b>Action:</b>	Marleen to present committee with examples of SWPs that may be appropriate for the type of work done in our areas (office work, customer service, library work, one-on-one meetings with students).		
<b>Person Responsible:</b>	Marleen Belo	<b>Target Deadline:</b>	Next meeting - September

**f. Review of Training and Education**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• See above under inspection reports and right to refuse investigations</li> </ul>		
<b>Action:</b>	n/a		
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**g. Musculoskeletal and Ergonomics Update**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Susan Thorvaldson is the Musculoskeletal &amp; Ergonomics Coordinator</li> <li>• Ergonomic assessments to improve work stations can be requested through the Safety and Health Services website at: <a href="https://www.rrc.ca/shs/forms/ergonomics/">https://www.rrc.ca/shs/forms/ergonomics/</a></li> <li>• Susan has done 126 ergonomic assessments since starting at the college one year ago</li> </ul>		
<b>Action:</b>	n/a		
<b>Person Responsible:</b>	n/a	<b>Target Deadline:</b>	n/a

**h. Emergency Preparedness Update**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Muster point signs are up</li> <li>• Get Out, Hide, Fight emergency procedures just launched</li> </ul>		
<b>Action:</b>	Committee members can encourage coworkers to note their nearest muster point, keeping in mind that when someone is in another space or building, the appropriate muster point becomes the one closest to them. Review Get Out, Hide, Fight emergency procedures here: <a href="https://www.rrc.ca/safety/emergency/procedures/">https://www.rrc.ca/safety/emergency/procedures/</a>		
<b>Person Responsible:</b>	n/a	<b>Target Deadline:</b>	n/a

## 7. NEW BUSINESS

### a. Committee name

<b>Origin Name:</b>	Marleen/Breanna	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	Currently our committee is named "ancillary services" which is the name of an actual unit that is not included in our committee scope.		
<b>Action:</b>	After discussion, the committee agreed on recommending the name "student supports and services." Marleen will suggest this to Jennifer Brydon.		
<b>Assigned to:</b>	Marleen	<b>Target Date:</b>	Next meeting, Sept 2019

### b. Sewage smell in SA offices

<b>Origin Name:</b>	Elise	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	Intermittently, there is a sewage smell in the SA offices bordering the building exterior. Elise thinks some testing has been done.		
<b>Action:</b>	Marleen to communicate results of testing. Elise to call Safety and Health Services the next time the smell is present.		
<b>Assigned to:</b>	Marleen/Elise	<b>Target Date:</b>	Next meeting, Sept 2019

### c. Fire extinguisher in SA offices

<b>Origin Name:</b>	Elise	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	The SA offices would like a fire extinguisher.		
<b>Action:</b>	Request one from Nicki Albus, Emergency Preparedness Coordinator		
<b>Assigned to:</b>	Elise	<b>Target Date:</b>	Next meeting, Sept 2019

### d. AED near SA offices

<b>Origin Name:</b>	Elise	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	The SA offices would like to ensure there is an AED in close proximity to them.		
<b>Action:</b>	Marleen will give Elise a poster listing all of the AED locations and possibly highlight those closest to the SA offices. Regulations state AEDs must be within 2 minute walking distance at a brisk pace.		
<b>Assigned to:</b>	Marleen	<b>Target Date:</b>	Next meeting, Sept 2019

### e. Gas smell D101

<b>Origin Name:</b>	Shawn	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	There is an intermittent natural gas smell in some offices near D101. Some testing has been done, but folks aren't clear on the results.		
<b>Action:</b>	Shawn to call Safety and Health Services when the smell is bad. S&H will then share results of any testing with staff in the vicinity.		
<b>Assigned to:</b>	Shawn and/or colleagues	<b>Target Date:</b>	Next time the smell is present.

### f. Ergonomics and safe lifting for library services

<b>Origin Name:</b>	Adrian	<b>Date of Origin:</b>	June 26, 2019
<b>Issue:</b>	Adrian thinks library services staff could benefit from training in ergonomics and		

	safe lifting.		
<b>Action:</b>	Marleen suggested Adrian connect with Susan Thorvaldson to inquire about this.		
<b>Assigned to:</b>	Adrian	<b>Target Date:</b>	Unknown

**8. REQUEST FOR RESPONSE FROM EMPLOYER (ie. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee).**

None

**9. MEETING ADJOURNED: 10:55**

**10. NEXT MEETING: September 25, 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:**

\_\_\_\_\_  
Stacey Thorarinson Date

  
\_\_\_\_\_  
Breanna Sawatzky Date July 2, 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.

