

Workplace Safety & Health Committee
Ancillary Services
Sept 10 2019
1:30 pm – 2:30 pm
B100 E

MINUTES

Committee Members:

Management Members:

- Co-Chair** Jon Royal, Manager, Food Services
- Todd Buchanan, Director, Ancillary Services
- Jeff Gill, Director, Food Services
- Jade Karsin, Director, Procurement

Alternates:

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Employee Members:

- Co-Chair** Jenn Zaminskis, Shipper receiver, Procurement
- Roland Burgess, Print Shoppe
- Solomon Koodoo, Shipper Receiver, Campus Store
- Karen Paluck, Cook, Food Services
- Shelly-Rose Tomchuck, Parking attendant, parking services

Alternates:

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Guests (Guest attendance approved by Co-Chairs):

- Dave Malo, SHS
- Marleen Marie Belo, SHS
- Nicki Albus, Emergency preparedness Coordinator, SHS
- Susan Thorvaldson, Musculoskeletal & Ergonomics Coordinator, SHS

1. CALL TO ORDER:

1:30 PM

2. WELCOME AND INTRODUCTIONS

Co-Chair - Jon Royal

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

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4. APPROVAL OF MINUTES FROM LAST MEETING **May 21 2019**

- Accepted
- Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES **May 21 2019**

a. Safety concerns about the freight elevator

Update: • Jenn / Sol / Dave

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

Action: Need a SWP posted for in the freight elevator.
ACC uses the freight elevator. Need safe work

Person Responsible: Sol / touch base with Dave **Target Deadline:** Oct 15th 2019

b. Palate Removal

Update: • Jenn Zaminskis to Update

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

Action: GFS removes palates consistently.
Jon to send Jenn Pratts contact number
Irregular palates go into dumpster
Contact Laurie Theissen about trades pickups.

Person Responsible: Jenn to ask woddie about trades palates **Target Deadline:**

c. Jade Karsin to be invited to meeting

Update: • Invite sent. Coming to meeting, but late.

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

Action:

Person Responsible: Jon Royal **Target Deadline:** complete

d. Create a new Team site for shard documents

Update: • Todd has had team site created and documents now on cloud

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

Action:

Person Responsible: **Target Deadline:** complete

e. Training Update

Update: • Require committee training for inspections, right to refuse, and Training calendar sent to committee members.

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

Action:

Person

Responsible:

SHS member at meeting
Dave to send out dates for training:
- inspection training
-fall training
-Committee basic training coming soon. For staff who don't have.
- October the training calendar will be sent out to all committee members.

**Target
Deadline:**

f. Power Jack training.

Update:

- Jenn to update training for procedures
- Food Services no longer requires power cart as Otto's grill is now closed.
- Jenn to follow up with Jaime to see where they are with power jack training
- Marleen to send out new safe work procedure template..

**Further Action
Required:**

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

Action:

Jenn has the power jack training package ready.

Jeff says FS not paying for expensive batteries!!

Look at putting a horn on it.

Jon to send Dave the power jack specs.

Keys located in food service location

**Person
Responsible:**

Jon / Jen / Dave

**Target
Deadline:**

Nov 30

g. Shipping Door Sensor

Update:

- Jenn to update
- PPE concerns?

**Further Action
Required:**

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

Action:

**Person
Responsible:**

**Target
Deadline:**

h. New Bulletin Boards.

Update:

- Jon / Sol / Roland/ Jenn to establish boards and speak to staff in areas about.
- Jon - Complete
- Jenn complete
- Roland yes
- Sol yes
- Dave to send jon a link to the website

- Virtual Website for the online buliten board
- Jeff mentioned to put that on the app.

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

Action:

Person Responsible:	Dave send Jon a Link	Target Deadline:	NA
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i. Blocked Shipping alarm

Update:

- Jenn taped off area with shipping tape
- Still moving items out of this area
- Ongoing
- Print shop sign
- Dave to follow up with Marlene....Roland to put a floor sign ??

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

Action:

Person Responsible:	Dave and Marlene	Target Deadline:	
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j. Scent Free signs for B101 hallway / Food services

Update:

- Jenn Posted in hallway and in voyageur staff change rooms
- Complete.

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

Action:

Person Responsible:		Target Deadline:	
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k. Buffalo staff Can't hear alarms

Update:

- Jon met with facilities and decided together that Alertus beacon not right equipment for this.
- Facilities moved the bull horn from facing the seating area to being aimed into the outlet area. Should be good now.

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

Action:

Person Responsible:		Target Deadline:	
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l. New Fridge temp logs

Update:

- Jon Still working on.
- Still no temp logs on fridges

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

Action:

Person Responsible: Jon Royal

Target Deadline: June 30 2020

m. New Anti-Fatigue mats for FS outlets

Update: • Jon purchased and placed in outlets that still needed them.

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

Action:

Person Responsible: Jon Royal Complete

Target Deadline:

n. New Emergency lights for campus store

Update:

- No emergency lights in Campus store, stores room
- Jenn has put in WO
- Waiting on completion

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

Action: Sol to follow up in one week's time

Person Responsible: Jenn Z / Sol

Target Deadline: End of September

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

a. Review of Improvement Orders

Discussion: • Federal PHAT public health

Action: WHS actions . None for anyone else

Person Responsible: Jen Brydon

Target Deadline:

b. Review of Workplace Inspection Reports

Discussion: • Training to happen in October

Action: WHS

Person Responsible: Supposed to do a walkthrough inspection for each meeting.

Generic template coming soon with last page being location specific. Inspection training coming from WHS

Target Deadline:

c. Workplace Injury Reports

Discussion: • WHS no serious incidents for a few months. Not enough staff for being proactive to investigate near misses.

Action:

Person Responsible:

Target Deadline:

d. Review of Right to Refuse Investigations

Discussion: • Committee requires training

Action:

Person

Responsible:

Target

Deadline:

e. Review of Safe Work Procedures

Discussion:

- Food Services require SWP for most equipment.
- New template coming out soon.
- Manufacturer SWP too long.
- New template is short and one page.
- Keep it simple or no one will read or use.

Action: Inventory equipment needed Target December 2019 for food services. Complete by Sept 2020

Person

Responsible:

Jon Royal

Target

Deadline:

Sept 2020

f. Review of Training and Education

Discussion:

- Waiting on Training Calendar
- Coming out in October.
- Will be sent to all WHS committee members.
- Notification coming out to all committee members
- All training, palate jack training, forklift etc will be on calendar.

Action:

Person

Responsible:

Target

Deadline:

g. Musculoskeletal and Ergonomics Update

Update:

- Any workstation concerns, contact Susan Thorvaldson, or safety@rrc.ca
- Accessibility services, working with different chairs, student accessibility
- Wellness Wednesday coming next Wednesday.
- Manual materials handling. Lift push pull etc.
- WCB process has changed. Ergonomic assessments as required, please contact
- Looking to post in department for food services.

Action:

Person

Responsible:

Target

Deadline:

NA

h. Emergency Preparedness Update

Discussion: • Fire evacuation drills EDC and NDC September/ October/ November

Action:

- Walk out of the building.
- discussions happening about how to make this change
- Muster points are all there.
- When you exit look for muster points
- Check out muster points.
- No standard for roll call for plan, should be interdepartmental.
- Departmental conversations to have with staff.

-Run Hide Fight video. Active shooter response video.
Shelly is asking for a repeater for her radios, as if there is a power outage she does not have communications

Nicki has need for new ERT people.

Health services has cold and flu medicine and is going through a renovation Quorum.- half of each (manager / staff) to be valid.

Committee Challenge - Each committee gets points for sending mins and agendas out on time. Tally up the points.

5 codes of practice.

Respirator testing , PPE, etc

Staffing updates: Kerilyn and Soha not with college any longer.

Added Theresa Neidermeyer Safety tech.

More Safety officers coming soon. 4 required

Person Responsible:

Dave to send out a muster point
Dave to speak to Nicki Albus about looking into this.

Target Deadline:

7. NEW BUSINESS

a. <No New Business>

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:
<insert date>

Items requiring response from Employer:

<insert item numbers that require response from employer>

9. MEETING ADJOURNED:

2:40 pm

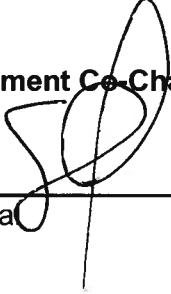
10. NEXT MEETING:

December 4th

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

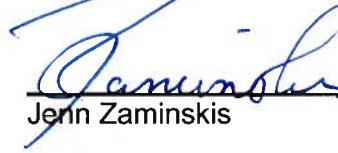
Management Co-Chair Signature:



Jon Roy

September 10 2019

Employee Co-Chair Signature:



Jenn Zaminskis

September 10 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.