

Workplace Safety & Health Committee
Construction Trades, Teacher Education, Math & Science
September 17, 2019
11:30 a.m. to 12:30 p.m.
Room B 100E

MINUTES

Committee Members:

Management Members:

- Co-Chair** Guy Poirier, Acting Chair, Construction Trades

Employee Members:

- Co-Chair** Brent Sharp, Instructor, Carpentry
- Matthew Fontaine, Instructor, Gas Fitting
- Michael Doerksen, Instructor, Interior Systems Mechanic
- Jeff Young, Instructor, Sheet Metal
- Andrew Kozlowski, Instructor, Teacher Education
- Richard LeSage, Instructor, Refrigeration / HVAC
- Barry Law, EA, Plumbing

Regrets:

Jack Kennedy, Instructor, Math and Science

Guests (Guest attendance approved by Co-Chairs):

David Malo, Workplace Health and Safety
Christina Lambert, Minutes recorder

- 1. CALL TO ORDER:** **11:49 a.m.**
Brent Sharp called the meeting to order at 11:42 a.m. Introductions were made around the table.
- 2. REVIEW AND ACCEPTANCE OF AGENDA**
The agenda was accepted as presented.
- 3. APPROVAL OF MINUTES FROM LAST MEETING**
The minutes were accepted as presented.

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES

a. Basic Training for members—January 14, 2019

Update:

- A training calendar is being put together and a memo will go out in the next few days for available training dates. The committee asked if the committee basics, right to refuse and inspections training can all be done on the same day for the entire committee. Dave said that he could arrange that. Dave will provide an inspection guidance document to Christina, which will fit every workplace whether an office or lab. When doing an inspection, inspectors will still need to add special hazards specific to each area being inspected.

Further Action Required:

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

Action:

To arrange basic training for committee members

Person

David Malo

Target

December 31, 2019

Responsible:

Deadline:

b. Housekeeping policy / Safe work Procedures for housekeeping

Update:

Guy wants each procedure to be specific to individual shops, to ensure that nothing gets missed. It was decided that a blanket policy for all areas be implemented, with checklists for procedures in each area. Christina will compile the policy from all those submitted from each program area. Individual shop areas will have checklists to follow which will be referenced in the policy.

Further Action Required:

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

Action:

Christina to compile the procedure and checklists.

Person

Christina Lambert

Target

September 30, 2019

Responsible:

Deadline:

c. Oily rag disposal

Update:

David says not much has been done in regards to finalizing the oily rag disposal policy because there has been a turnover in the number of staff in the department. The new staff member, Theresa, Will be handed this project, once she has started with the department. She will ensure the procedure is developed. Guy indicated he would like it if this policy and procedure was implemented as soon as possible, but ideally by mid-December.

Further Action Required:

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

Action:

Theresa in WSH will work on the policy for next meeting.

Person

Christina Lambert

Target

November 30, 2019.

Responsible:

Deadline:

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

a. Review of Improvement Orders

Discussion:

- There are no new improvement orders for this committee's area of responsibility.

Action:

Person

Responsible:

Target

Deadline:

b. Review of Workplace Inspection Reports

Discussion:

- There have been no workplace inspections completed. Training will be made available to committee members very soon and it is expected that a safety inspection will be completed soon thereafter. The College is mandated to do an inspection of the workplace before each committee meeting. It is likely that inspections will be split among committee members. The Construction Trades has 12 shop spaces which need to be inspected.

Action: To have committee members take inspection training and complete an inspection.

Person

Responsible:

David Malo

Target

Deadline:

November 15, 2019

c. Workplace Injury Reports none

Discussion:

- There have been no serious workplace injury reports.

Action:

Person

Responsible:

Target

Deadline:

d. Review of Right to Refuse Investigations

Discussion:

- None.

Action:

Person

Responsible:

Target

Deadline:

e. Review of Safe Work Procedures

Discussion: David Malo reported that the department has created a new template for all safe work procedures. The new template has been reduced to one or two pages, in most cases. The new procedures will be condensed so that pertinent information is readily available. The templates will be ready for use once WSH has approved them. They are currently reviewing the template and it should be released for use very soon.

Action:

Person

Responsible:

David Malo

Target

Deadline:

October 31, 2019

f. Review of Training and Education

Discussion:

- Training calendar to be released in the next few days, and staff will be able to access training at that time.

Action:

Person Responsible:	David Malo	Target Deadline:	September 30, 2019
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g. Musculoskeletal and Ergonomics Update

Update:

- Nothing to update.

Action:

Person Responsible:		Target Deadline:	
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h. Emergency Preparedness Update

Discussion:

- Muster point signs have been erected around the college. David Malo indicated that in the event of an emergency, Workplace Safety and Health wants to stress the importance of vacating a building rather than focusing on where all the available muster points are. Outdoor muster points are easily recognizable and the signage is highly visible.

Action:

Person Responsible:		Target Deadline:	
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6. NEW BUSINESS

- a. **Safety boards for shops.** Barry asked if each shop area will have safety boards similar to those which are in the new STTC. Guy said he designed the boards in B 119, which hold a bit more information than the STTC boards. They are not perfect, but hold a lot of necessary information for each shop area. Barry agreed to work on this project to design boards for his area.
- b. Barry asked how the first aid kits get replenished in each shop area. Currently, one of the staff members for WSH are working on procuring one supplier from which to order first aid supplies. Up until now, the College has been following a CSA guideline to determine what each kit should contain. These regulations just recently changed. Once the new list is ready, David Malo will forward the list of required items, along with where to procure the items. Someone from each shop area (likely the EA) will be responsible to refill and replenish first aid kit supplies.
- c. Guy reported that our department is in the process of compiling an emergency contact which will be kept in the chair's office.
- d. Guy explained that he expects all committee members to relay information back to the staff in their areas so that everyone is kept abreast of important safety issues and discussions

- e. Barry asked whether instructors should be doing regular tool box talks with students. In many cases, instructors are incorporating tool box safety talks into their curriculum. It is a good idea to hold these brief talks regularly because they are a good way to address issues or questions which may come up week to week.

- f. David Malo said that College-wide fire drills will be conducted between September and November.

- g. David Malo reported that the College Health Centre is now equipped to do some immunizations for staff and students. It is not mandatory for any Construction Trades students to have immunizations.

7. MEETING ADJOURNED

12:23 p.m.

Meeting was adjourned at 12:41 p.m.

8. NEXT MEETING:

December 5, 2019

It was noted that the next meeting should be held in the first week of December, depending on boardroom availability.

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:



Guy Roiter

Sept 24/19

Date

Employee Co-Chair Signature:



Brent Sharp

Date

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.