

**Workplace Safety & Health Committee
Transportation Heavy Apprenticeship Trades
Thursday, September 19, 2019
8:30 am
Building Z, Room 113**

MINUTES

Committee Members:

Management Members:

- Co-Chair:** Tom Grant, Chair, T.H.A.T
- Mark Blackner, Chair, E.M.M
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department
- Member Name, Member Title, Department

Alternates:

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

Employee Members:

- Co-Chair:** Dustin Blackwell, Instructor, Outdoor Power Equip.
- Jim Voth, Coordinator, T.H.A.T
- Barry Lee, Instructor, Collision Repair & Refinishing
- Rodger Morris, Instructor, Boilermaker
- Student Rep:**, Automotive Diploma
- Len Grieve, Coordinator, Collision Repair & Refinishing

Alternates:

- Barry Chetyrbok, Instructor, Ironworker
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

Guests (Guest attendance approved by Co-Chairs):

David Malo, Safety Officer, Environmental Health & Safety Services
 Marlene Belo, Health & Safety Technician, Environmental Health & Safety Services
 Susan Thorvaldson, Musculoskeletal & Ergonomics Coordinator, Environmental Health & Safety Services

1. CALL TO ORDER:

8:38 am

2. WELCOME AND INTRODUCTIONS

Tom Grant

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
 - <list item and person responsible>
 - <list item and person responsible>

4. APPROVAL OF MINUTES FROM LAST MEETING <June 2019>

- Accepted: motion to accept Tom Grant/Barry Lee
- Amended – if amended, list items below
- <list item and person responsible>
 - <list item and person responsible>

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>
a. First Aid/Forklift/WHMIS Training

Update:	<ul style="list-style-type: none"> • Looking for an updated list of staff for training 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	<p>David Malo have reviewed the forklift requirement will be looking at changing the training to make it more efficient for staff. Once you have completed your forklift/WHMIS training at RRC there will be no expiration date on the training, therefore you will only be require to take the training only once unless a second training in needed. We will be staying with Mastery for the time being for Forklift theory training.</p> <p>Forklift – staff that have a forklift license it has stayed the same. There is no expiry date for forklift training. Competent trained staff can assess newly trained employee's forklift skills. No practical evaluation needed.</p> <p>First Aid Training – there will be less training available for the interim due to lack of Qualified First Aid Trainers.</p>		
Person Responsible:		Target Deadline:	

b. Review of Safe Work Procedures

Update:	<ul style="list-style-type: none"> • David working on a new template for SWP. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	<p>David Malo has completed the new template for SWP's and it is now being piloted in Mark Blackner's area. David is hoping to roll out the new template before our next meeting in December.</p>		
Person Responsible:		Target Deadline:	

c. Review of Training & Education

Update:	<ul style="list-style-type: none"> • David Malo has been working on a new training calendar that will roll out in October. This training will be available for everyone to attend. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	<p>David Malo is working on a day/time for the training. Training will include: committee inspection training, emergency preparedness training for staff, committee basics and more.</p>		
Person Responsible:		Target Deadline:	

d. Emergency Preparedness

Update:	<ul style="list-style-type: none"> The muster point signage have been installed in each of the areas. Still working on keys for the compound and the best location for the keys. 		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:			
Person Responsible:		Target Deadline:	

e. Hearing Protection/Noise Level

Update:	<ul style="list-style-type: none"> Noise level testing has been completed in building J, M, Z. Just waiting on the finalized reports. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Marlene to update committee on the testing results once report is finalized.		
Person Responsible:		Target Deadline:	

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

Discussion:	<ul style="list-style-type: none"> N/A 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> EHSS is developing an inspection template. 		
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

Discussion:	<ul style="list-style-type: none"> There have been no serious injuries to date. 		
Action:			
Person Responsible:		Target Deadline:	

d. Review of Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> There are currently no right to refuse incidents or investigations. 		
Action:			
Person Responsible:		Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	• Nothing to report at this time		
Action:			
Person Responsible:		Target Deadline:	

f. Review of Training and Education

Discussion:	• Working on a training calendar for staff training.		
Action:	Dave Malo to supply training calendar.		
Person Responsible:		Target Deadline:	

g. Musculoskeletal and Ergonomics Update

Update:	• No updates at this time		
Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> Muster point signage has been installed in all designated areas. Senior Leadership Team is still reviewing the procedure for dealing with an active shooter emergency. Emergency procedures have been developed for RRC. You can access the procedures at the following link: https://www.rrc.ca/safety/emergency/procedures/ 		
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS
a. General Safety Training

Origin Name:	Lori Thiessen	Date of Origin:	
Issue:	Training will be provided on Sept 26/19 for anyone that has missed the training on Sept 4/19. EHSS is looking at having a training video developed for next year and the instructors will show it at the beginning of the year in their classrooms.		
Action:	Lori set up date and time for training.		
Assigned to:		Target Date:	

b. Safety Signage – Large Safety Board

Origin Name:		Date of Origin:	
Issue:	Looking at installing safety boards in Building J, M, Z. These boards would provide information to staff and student relating to safety such as Safety minutes, staff with first aid training etc.		
Action:	Lori to work with Marlene on getting safety boards installed.		
Assigned to:	Lori Thiessen	Target Date:	

c. SDS Sheets - Storage

Origin Name:		Date of Origin:	
Issue:	Teresa has compiled all the SDS sheets for building Z. Will have a copy available by the safety board and then binders will be available in each area of the building Z shop. All SDS's are available on line in Sitehawk. Staff and students can access them on the EHSS microsite. https://www.rrc.ca/shs/resources/safety-data-sheets/		
Action:			
Assigned to:	Dustin Blackwell	Target Date:	

d. New Members

Origin Name:		Date of Origin:	
Issue:	Looking at adding new member to our committee for the next meeting.		
Action:	Lori to work with Tom to compile a new members list.		
Assigned to:	Tom and Lori	Target Date:	

e. First Aid Kits – Mobile Kits/Splints

Origin Name:		Date of Origin:	
Issue:	Will be adding mobile first aid kits to each of our shops in building J, M, Z. EHSS is working with Ackland's to develop new first aid kits for RRC. Each department will be responsible updating the first aid kits and keeping them stocked.		
Action:			
Assigned to:	EHSS and Lori	Target Date:	

f. Mini Dap for Corrosive Burns

Origin Name:		Date of Origin:	
Issue:	Chemical that comes in a spray bottle, look at having this bottle added to our first aid kits. If someone gets a corrosive burn this neutralizes the burns.		
Action:	N/A		
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>

9. MEETING ADJOURNED: 9:50 am

10. NEXT MEETING: December 12, 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

Management Co-Chair Signature:

Employee Co-Chair Signature:

Tom Grant

Date

Dustin Blackwell

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.