

Workplace Safety & Health Committee
Language Training Centre
September 12, 2019
1:30 pm – 3:00 pm
Room 340 – 123 Main Street

MINUTES

Committee Members:

Management Members:

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Heather Wilgosh, Manager, Department
- Rotate, Program Manager
- Naomi Frey, Program Manager, Regionals
- Ben Starkey, Program Manager, IRCC
- Member Name, Member Title, Department

Employee Members:

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
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- Valerie Howat, Program facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Student to be named

Guests (Guest attendance approved by Co-Chairs):

David Malo, Health & Safety Officer
Susan Thorvaldsen, MUSCULOSKELETAL & ERGONOMICS COORDINATOR

To concern: Room 326

1. CALL TO ORDER: 1:35 pm

2. WELCOME AND INTRODUCTIONS Round table introductions

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
- 6. c. Meth Training (Sherry)
- 6. d. Satellite/Regional Updates (Naomi)

4. Review of Action Items

a. Accessibility

Discussion:	<ul style="list-style-type: none"> Floors were stripped and waxed over summer. Tape needs to be reapplied in the basement classroom 		
Action:	Apply tape in basement classroom		
Person Responsible:	Darka Burczynski	Target Deadline:	September 2019

b. Lockdown Procedure

Discussion:	<ul style="list-style-type: none"> Video – Run/Hide/Fight Adapted throughout North America Lauren Philips area was being requested to work on language (Nicki) 		
Action:			
Person Responsible:	David Malo will follow up	Target Deadline:	Winter 2019

c. Committee Member Update

Discussion:	<ul style="list-style-type: none"> Employee member from WH & SC took a new position at NDC, will require replacement. Student Rep difficulty in recruiting 		
Action:	Place a notice in the LTC Newsletter for anyone interested in becoming a member. Student membership – one student applied but no longer eligible Go directly into a classroom and request a volunteer. David Malo will be replacing Susan as the Committee Rep		
Person Responsible:	Logan will to IE Classrooms Sherry will go to IRCC classrooms They will be requesting a student volunteer.	Target Deadline:	December 2019

d. Training New Staff

Discussion:	<ul style="list-style-type: none"> Evacuation Plan training – gaps: Basement evacuation; vests in each room; communicating with instructors 		
Action:	Ben, Darka, David will meet to review		
Person Responsible:	Ben Starkey	Target Deadline:	October 30, 2019

5. Safety and Health Services Updates

a. Improvement Order Update

Discussion:	<ul style="list-style-type: none"> No provincial orders One Federal Order from Public Health Agency re Level I and II pathogens, auto claves in labs at NDC. 		
Action:			
Person Responsible:		Target Deadline:	ongoing

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> Health and Safety working on customized templates for each area Committee training to follow 		
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Action:		Target Deadline:	ongoing
Person Responsible:			

c. Workplace Injury Reports)

Discussion:	<ul style="list-style-type: none"> • Health and Safety goal is to become proactive rather than reactive • All serious incidents come to committee 		
Action:		Target Deadline:	ongoing
Person Responsible:			

d. Review Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> • Health and Safety continue working on this 		
Action:	David will present to the committee at the next Meeting		
Person Responsible:	David Malo	Target Deadline:	December 10, 2019

e. Review of Safe Work Procedures (SWPs)

Discussion:	<ul style="list-style-type: none"> • Health and Safety goal is to work towards scaling down information to relevant and usable size 		
Action:		Target Deadline:	ongoing
Person Responsible:			

f. Review of Training and Education of Committee Members

Discussion:	<ul style="list-style-type: none"> • General training for students • New worker orientation – will be on LEARN • Videos have to be approved by Marketing and Manitoba Regulation 2.2.1 has be included; should be close captioned. 		
Action:	David will email the pertinent regulations to Naomi/Sherry Naomi/Sherry will do an audit of what videos are available and will touch base with Marketing		
Person Responsible:	Naomi Frey Sherry Seymour	Target Deadline:	December 2019

g. Musculoskeletal and Ergonomics Update

Discussion:	<ul style="list-style-type: none"> • Working with accessibility services and students • No cost for assessment nor equipment if required • Students can be referred • Wellness Wednesdays are back; Send new information to Susan. • If a presentation is required for lifting/pushing Susan is available 		
Action:	As requested		
Person Responsible:	Susan	Target Deadline:	ongoing

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> • Training is being initiated by Emergency Preparedness • Typically to upper management and will be extended to regional campuses 		
Action:			
Person Responsible:	Nicki Albus	Target Deadline:	ongoing

i. Health Centre Update

Discussion:	<ul style="list-style-type: none"> • Expanded role: now provide immunizations to students; do suturing; Plan B available; make referrals for counselling • Run Flu Clinics • Questions raised around transporting/accompanying students to hospital and conflicting information regarding whether this is something that should be done 		
Action:	David, Naomi, Ben and (Larissa or SIC) will meet re: safe work transport for students		
Person Responsible:	David/Ben/Naomi	Target Deadline:	December 2019

j. Code of Practice Update

Discussion:	<ul style="list-style-type: none"> • Sent out in Spring 2019; looking for feedback • Posted on Website 		
Action:	As requested		
Person Responsible:	Susan	Target Deadline:	ongoing

k. Health & Safety Staffing Update

Discussion:	<ul style="list-style-type: none"> • New Staff have been hired and are still filling positions • Have moved to C 1 at NDC 		
Action:			
Person Responsible:	Jodi Pluchinski	Target Deadline:	ongoing

6. New Business

a. Fire Inspection Report (September 2019) - Darka

Discussion:	<ul style="list-style-type: none"> • Report shared with Facilities and Health and Safety– minimal concerns – <ul style="list-style-type: none"> ◦ ribbons/Strings around sprinklers – removed ◦ ceiling tiles - replaced ◦ wall plates for Ethernet cables – replaced ◦ exit light bulbs – to be replaced • Improvements are the responsibility of VIA Rail 		
Action:	VIA Rail to comply		
Person Responsible:	Sharon Niemi (VIA Rail) Darka Burczynski – RRC Contact	Target Deadline:	September 30, 2019

b. Card Swipes on East Doors (student Washrooms) Darka

Discussion:	<ul style="list-style-type: none"> • Safety concern in the evenings • Requested an estimate of cost for door lock either a swipe number pad • Option for consideration: Lock the door after 5:00pm Students would have to use washroom facilities on main floor 		
Action:	Will look into information Sessions for students and staff		
Person Responsible:	Darka	Target Deadline:	December 2019

c. Meth Crisis / Training - Sherry

Discussion:	<ul style="list-style-type: none"> • Request for information re what is Meth, what does someone look like when using, what do you do when presented with someone on Meth, etc. 		
Action:	As requested		
Person Responsible:	Susan; David	Target Deadline:	

d. Satellite / Regional Concerns - Naomi

Discussion:	<p>Steinbach:</p> <ul style="list-style-type: none"> • Ongoing concern re mold in Steinbach due to a constant water leak from a structural problem with the building • Fire Evacuation plan/signage need to be reviewed • Muster point signs needed • Day Care run regular drills. • Evening classes moved to Loewen location due to safety issues in Church parking lot. • Only one instructor trained in First Aid. Who picks up the cost of training in Arborg for example? <p>Thompson:</p> <ul style="list-style-type: none"> • Are located in UCN and therefore follow their plans <p>Arborg:</p> <ul style="list-style-type: none"> • Up to date. 		
Action:	Review Fire Evacuation Plan/Muster signs in Steinbach Monitor mold testing results Determine budget centre for First Aid training		
Person Responsible:	Naomi/David	Target Deadline:	December, 2019

7. Request Response from Employer

8. MEETING ADJOURNED:

3:30 pm

9. NEXT MEETING:

December 10, 2019: 1:30-3:00 Room TBD

These Minutes require Management and Employee Co-Chair Signature:

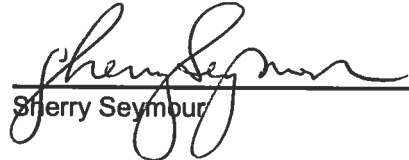
Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski – jpluchinski@rrc.ca

These are draft minutes and will be approved at the June 12, 2019 meeting.

Management Co-Chair Signature:

Employee Co-Chair Signature:


Darka Burczynski, Oct. 01/19
Date


Sherry Seymour, 3 Oct 2019.
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.