

**Workplace Safety & Health Committee
Facility Management & Building Services
September 20, 2019
10:00 am – FM31**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Dave Wozny, A/Director, Facility Management
- Al Podzorski, Senior Technical Manager, Facility Management

Employee Members:

- Co-Chair** Doug Worthing, Controls Technician, NDC Maintenance
- Dustin Girard, Building Services Worker, Building Services
- Matthew Crockett, Technical Officer, Facility Management
- A/Co-Chair - Greg Grande, Electrician, NDC Maintenance**
- Brady Barron, A/Supervisor, Grounds

Guests: Guest attendance approved by Co-Chairs

Val Stewart, Administrative Assistant, Facility Management
Marleen Belo, Health & Safety Technician
Dave Malo, Health & Safety Officer

Recorder
Safety & Health Services
Safety & Health Services

Call to Order: 10:00

1. WELCOME AND INTRODUCTIONS	Dave Wozny, Management Co-Chair In Doug's absence, Greg volunteered to be the worker co-chair for this meeting.
2. REVIEW AND ACCEPTANCE OF AGENDA	<input checked="" type="checkbox"/> Accepted
3. APPROVAL OF June 11, 2019 Minutes	<input checked="" type="checkbox"/> Accepted

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES March 12/19	
<p>a. Kerilyn Zielinski to deliver basic committee training May 31, 2018 UPDATE: <u>March 12, 2019:</u> Training calendar ongoing; expected schedule to be released end of June. Sept 20/19: Jenn has scheduled dates for basic committee training and will email. Ongoing.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Attend basic committee training</p> <p>Person Responsible: DAVE MALO, DUSTIN GIRARD, GREG GRANDE, BRADY BARRON</p> <p>Target Deadline:</p>
<p>b. Mouse poison location Sept 20/18 <u>March 12/19:</u> No SWP yet. Dave W is attending maintenance toolbox safety meeting this week and will bring this forward; they are then to contact Dave M for assistance. <u>June 11/19:</u> No progress. Dave Malo to work with James Hawthorne on SWP; how to access safety, determine if they exist, etc. Perhaps add stickers/lamicroids to rooms that have been checked. Sept 20/19: on to-do list</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: DAVE MALO</p> <p>Target Deadline:</p>
<p>c. Fall Protection Training Dec 11/18 <u>March 12/19:</u> Dave M reported this also will become in-house training. <u>June 11/19:</u> Still ongoing; will be part of training calendar. Dave M will report at next meeting. Sept 20/19: In presentation stage.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: DAVE MALO</p> <p>Target Deadline:</p>

<p>d. Contractor Safety Program Update Dec 11/18</p> <p><u>March 12/19</u>: Dave M reported he sent a draft to Dave W who sent it to the electricians to review.</p> <p><u>June 11/19</u>: No progress. Dave M to re- send to electricians for review. Dave discussed once completed, more checks will be done; zero tolerance. Meeting with lawyer next week regarding the program. She will review checklist, contracts, etc. Matthew suggested Dave W attend the meeting.</p> <p>Sept 20/19: Ongoing. Currently only one safety officer; if Dave M doesn't have feedback, he'll let Dave W know.</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: DAVE MALO</p> <p>Target Deadline:</p>
<p>e. Machine Guarding Dec 11/18</p> <p><u>March 12/19</u>: Full reports have not yet been received. Some assessments still need to be completed. Dave W will also be discussing it at maintenance safety meeting.</p> <p><u>June 11/19</u>: No progress. Dave Malo will contact the company who is performing the machine guarding audit.</p> <p>Sept 20/19: WESguard performed a risk assessment and entered the results into their WESguard app. Anyone can have access to it; email Dave M or Marleen for the app login. It shows the assessment on each piece of equipment.</p> <p>Before ordering equipment, departments need to talk to safety.</p> <p>Greg stated the new lathe in B isn't Canadian certified. Greg will email the information to Dave M.</p> <p>Dave W spoke with Jenn and Dave M and asked that Dimitric to be part of machine-guarding group and to call on electricians and millwrights as needed.</p> <p>Further Action Required?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: DAVE MALO, GREG GRANDE</p> <p>Target Deadline:</p>

<p>f. HETC Roof Tie-Off Dec 11/18</p> <p><u>March 12/19</u>: Dave M reported he hasn't been able to go on the roof yet.</p> <p><u>June 11/19</u>: Dave M hasn't been up to investigate. AL stated it should not be used as it would have to be certified annually and also could damage the flashing. Dave M will look at it with new Maintenance Manager and Greg to investigate options.</p> <p>Sept 20/19: Dave W to send Dave M the roof report.</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: DAVE MALO, DAVE WOZNY</p> <p>Target Deadline:</p>
<p>g. Overhead protection from falling ice; east doors M Building towards HETC Mar 12/19</p> <p>Brady briefed committee on the area and problem. Dave W to submit a work order to determine a solution.</p> <p><u>June 11/19</u>: Uncertain as to whether or not a work order was submitted. Doug mentioned generator room at new building has same issue. Al to submit work order for both buildings.</p> <p>Sept 20/19: Two work orders were submitted in June but couldn't locate so re-submitted; recommended putting in storm guard and a heat system. Al to add into the work order that the trough be directed away from doorway.)</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: AL PODZORSKI</p> <p>Target Deadline:</p>

<p>h. Overhead RRC sign between glass bus shelters in bus loop Mar 12/19 Sheets of ice are sliding off roof and falling at doorway; grounds employee was hit in the head. <u>June 11/19</u>: Won't know if it's solved until winter; ongoing until then. Sept 20/19: Determine what type of lights are in it; convert to LED. Brady is to submit a work order and work with maintenance on a solution. Even just add a flashing.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: BRADY BARRON</p> <p>Target Deadline:</p>
<p>i. Stairwell leading to cleaning equipment battery room – between Building B and CARS Mar 12/19 Dave W to submit a work order to replace stair treads and to remove the brackets remaining from the railing that was removed (jackets get caught on them.) <u>June 11/19</u>: Al submitted work order to have bolts removed. Al will submit work order for second rail to be installed. Uncertain as to whether or not Dave W submitted work order for treads. Sept 20/19: Submitted work order in June which was assigned to maintenance; still open. Al is to follow-up with Dimitric.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: AL PODZORSKI</p> <p>Target Deadline:</p>

<p>j. Potential for new crosswalk/ideas for safe access from 3N parking lot to sidewalk around the east side of HETC Mar 12/19</p> <p>Cars enter RRC Entrance 5 off Route 90 while students have to dodge them to get to the sidewalk.</p> <p><u>June 11/19:</u> Al and Brady looked at the area and approached Soc who is doing a parking lot study with another group. Dave M will email an update on it to the committee next week (once received from Jodi).</p> <p>Sept 20/19: Dave M stated there is no update; Jodi is part of the Parking Lot committee that's working on this issue. The new speed bump helps. Lighting should be addressed. Al to submit work order for a lamp standard to be installed in the parking lot corner.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: AL PODZORSKI, DAVE MALO</p> <p>Target Deadline:</p>	
<p>k. Roof Access Ladder-B Building June 11/19</p> <p>Al will submit a work order to inspect; Dave M will attend, as well as Greg to show which ladders are poor.</p> <p>Sept 20/19: Al submitted a work order to replace with cage. Dave W asked Al to connect with Dimitric as there is funding to replace ladders.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action:</p> <p>Person Responsible: AL PODZORSKI</p> <p>Target Deadline:</p>	
<p>5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team</p>	<p>DISCUSSION</p>	<p>ACTION ITEMS</p>
<p>a. Improvement Order Updates</p>	<ul style="list-style-type: none"> No provincial orders. One federal order regarding the autoclave machines. 	

<p>b. Review of Workplace Inspection Reports</p>	<ul style="list-style-type: none"> • None. • SHS developing new template 	<p>Action: Person Responsible: Target Deadline:</p>
<p>c. Workplace Injury Reports</p>	<ul style="list-style-type: none"> • None • SHS working with ITS to improve data tracking 	<p>Action: Person Responsible: Target Deadline:</p>
<p>d. Review Right to Refuse Investigations</p>	<ul style="list-style-type: none"> • None 	<p>Action: Person Responsible: Target Deadline:</p>
<p>e. Review of Safe Work Procedures</p>	<ul style="list-style-type: none"> • None • Finalizing new template 	<p>Action: Person Responsible: Target Deadline:</p>
<p>f. Review of Training and Education</p>	<ul style="list-style-type: none"> • Training will be done in groups; online calendars to register 	<p>Action: Person Responsible: Target Deadline:</p>
<p>g. Musculoskeletal and Ergonomics Update</p>	<ul style="list-style-type: none"> • Working with accessibility students regarding student accommodation requests. • Wellness Wednesdays returning; open to suggestions – contact Susan. • Material handling training opportunities. Carts, hand, power tools. Has been targeted to individual departments. Marleen will let Susan know we are interested. 	<p>Action: Person Responsible: MARLEEN BELO Target Deadline:</p>

<p>h. Emergency Preparedness Update</p>	<ul style="list-style-type: none"> • Fire drills between Sept and Nov • Muster points posted. Add layer to maps? Marleen will inquire. • Invested in software for emergency notifications; one stop shop, picks notification group. Make on fly or premade. • New procedure on get out hide fight. Video on microsite. Marleen will send link and will ask Nicki about communication on it. 	<p>Action:</p> <p>Person Responsible: MARLEEN BELO</p> <p>Target Deadline:</p>
<p>i. Miscellaneous</p>	<ul style="list-style-type: none"> • New Health Centre update. Immunizations, cold/flu meds now available. Renovations are in process. • New minute/agenda templates. Marleen will send link. • Electronic bulletin board now available. Marleen will send Val posters that contain the information. • New codes practice will be launched in early fall. • Offices moved to C Plaza. Theresa Niedermayer has been hired as a new Technician. Invite Jennifer, Jodi, Nicki and Susan to all meetings as they will each attend one/year. • Hazardous waste disposal. Items are being left outside the bunker; this is not acceptable. • Quorum: A minimum of half of the employee reps and half of the employer reps are required in order to make decisions. 	

6. NEW BUSINESS
a. Safety Footwear Review

6. NEW BUSINESS					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Malo	Sept 20, 2019		Dave had to leave the meeting so this will be added to new business for the next meeting.		
<p>Request Response from Employer (i.e. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee) This is activated when the committee can no longer manage the issue. It is the responsibility of the management Co-Chair to escalate the issue and recommendation forward to the employer. The employer has 30 days to respond in writing back to the Committee. The employer has 30 days to respond in writing back to the Committee.</p> <p><input type="checkbox"/> Yes Management Co-Chair Name: <insert name here> Date sent to employer: <insert date here></p>					
b. Powerhouse Parking Lot					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Greg Grande	Sept 20, 2019	A few staff members voiced their concern of potential ice due to the recent paving done in the north powerhouse. It doesn't drain properly to the ditches so water pools and will ice over during the winter.	Brady stated they will be able to plow and brush to keep it clear, right down to the pavement. They will also take extra precaution with sanding. Next year will top it up with additional pavement. Brady and Dave W will look to see if there's an interim drainage option.	BRADY BARRON DAVE WOZNY	

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Yes

Management Co-Chair Name: <insert name here>

Date sent to employer: <insert date here>

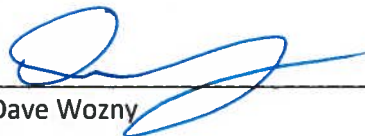
Meeting Adjourned: 11:30 pm

NEXT MEETING: December 10, 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



Dave Wozny

Oct 4/19.
Date

Employee Co-Chair Signature



Greg Grande

Oct 7/19
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.