

Workplace Safety & Health Committee
Paterson GlobalFoods Institute
October 2, 2019
11:30 a.m. – 12:45 p.m.
PGI 301

MINUTES

Committee Members:

Management Members:

- Co-Chair** Karen McDonald, Chair,
School of Hospitality & Culinary Arts
- Kylie Clark, Manager, Residence Services

Alternates:

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- Tara Wiebe, Coordinator, Residence Services

Employee Members:

- Co-Chair Blair Mineault**, Instructor,
School of Hospitality & Culinary Arts
- Kyle Andreasen, Culinary Research Technician
- Terry Gereta, Instructor
School of Hospitality & Culinary Arts
- Gord Goldau, Cook, Food Services
- Warren Pendree, Instructor,
School of Hospitality & Culinary Arts
- Richard Warren, Instructor,
School of Hospitality & Culinary Arts

Alternates:

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- Gail Walker, Educational Assistant
School of Hospitality & Culinary Arts
- Jon Royal, Supervisor, Food Services
- Kristen Chemerika-Lew, Instructor,
School of Hospitality & Culinary Arts
- Lylah Erkau, Instructor
School of Hospitality & Culinary Arts

Guests (Guest attendance approved by Co-Chairs):

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| Richard Lange, Supervisory, Security | Information |
| David Malo, Health and Safety Officer, Safety & Health Services | Information |
| Theresa Niedermeyer, Health and Safety Technician, Safety & Health Services | Information |

1. CALL TO ORDER: 11:30 a.m.

2. WELCOME AND INTRODUCTIONS Blair Mineault

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING <include date of minutes>

- Accepted
 Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>
a. Security Update – Rick Lange

Update:	<ul style="list-style-type: none"> No major incidents 		
Further Action Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:			
Person Responsible:		Target Deadline:	Ongoing

b. Contractor Identification – Rick Lange

Update:	<ul style="list-style-type: none"> Security has been talking with Facilities about implementing a badge system to identify contractors working in the building. This continues to be an ongoing conversation with Facilities, as more changes have taken place in that department. Comment from David Malo – Contractor Safety is part of his portfolio, and he might be able to be of assistance in implementing a College-wide system of identification and enforcement. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:	Continuing follow-up with Facilities to create ID badge and implement		
Person Responsible:	Rick Lange and David Malo	Target Deadline:	Ongoing

c. Development of Written Standard Emergency Protocol for Labs

Update:	<ul style="list-style-type: none"> This has been completed and was distributed to all staff at the August Staff Meeting. 		
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:	

d. Range Hoods in Jane's

Update:	<ul style="list-style-type: none"> The LED indicator lights do not always work to indicate whether the range hood is, in fact, working properly. The chefs manually ensure that the hoods are working during lab operation, but the indicator lights need to be functional. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (item is closed and no further action required)	
Action:	Dennis Meyer with Facilities is in conversation with the maintenance contractor about this issue		
Person Responsible:	Dennis Meyer	Target Deadline:	December 2019

e. CO Monitoring in the Labs

Update:	<ul style="list-style-type: none"> No written protocol has been provided regarding responding to CO alarms in the labs, and no documentation is available concerning operation of the alarm system. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	David Malo will see what is available through Safety and Health Services. David Malo will also conduct a site tour with Warren Pendree to make note of the system used in each lab.		
Person Responsible:	David Malo	Target Deadline:	December 2019

f. First Aid Kits

Update:	<ul style="list-style-type: none"> Supplies for First Aid kits are now being kept at Janelle Schneider's work station and dispensed upon request from the instructors. First Aid Kits are being moved from the labs into the instructor offices so that access can be more closely monitored. SHS reported that individual online ordering of first aid supplies by each department will be available in the near future. 		
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:	

g. SWP Binder for 4th Floor Kitchen

Update:	<ul style="list-style-type: none"> Kylie Clark and David Malo toured the 4th Floor Kitchen and determined that the information on hand is adequate. 		
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:	

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

Discussion:	<ul style="list-style-type: none"> There are no improvement orders for the College from the Province. 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> Inspections training will become available in the next couple of months. The report has been restructured so it's easier to determine what the priority issues are. These can be taken immediately to the Chair to be resolved on the spot, and noted as such on the report. 		
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	<ul style="list-style-type: none"> Ongoing inspections will be scheduled three to four weeks prior to committee meetings so issues can be resolved before the meeting. PGI represents a unique challenge due to the size of the committee as compared to the size and complexity of the building. The committee will need to decide how to break up the workplaces into manageable inspection areas. <i>Question to Kylie Clark:</i> Is there anything in residence rooms that would present a hazard to committee members doing inspections? <i>Response:</i> Possible hoarding problems, which is a constant concern.
Action:	
Person Responsible:	Target Deadline:

c. Workplace Injury Reports

Discussion:	<ul style="list-style-type: none"> No Reports to review.
Action:	
Person Responsible:	Target Deadline:

d. Review of Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> No investigations to discuss
Action:	
Person Responsible:	Target Deadline:

e. Review of Safe Work Procedures

Discussion:	<ul style="list-style-type: none"> A new template has been developed, which is much shorter, more to the point, and more likely to be used and read. The template will be available at the next committee meeting.
Action:	
Person Responsible:	Target Deadline:

f. Review of Training and Education

Discussion:	<ul style="list-style-type: none"> A new training calendar will be available soon.
Action:	
Person Responsible:	Target Deadline:

g. Musculoskeletal and Ergonomics Update

Update:	<ul style="list-style-type: none"> Susan Thorvaldson is the Musculoskeletal and Ergonomics specialist. Her expertise includes advice on manual materials handling, and she is also the WCB contact person for the College.
Action:	
Person Responsible:	Target Deadline:

h. Emergency Preparedness Update

Discussion:	• An Emergency Preparedness Update is scheduled for November.		
Action:			
Person Responsible:		Target Deadline:	

i. Health Centre Update

Discussion:	<ul style="list-style-type: none"> A lot of work has been done to make the Health Centre more accessible and responsive. <i>Comment from Rick Lange:</i> Someone other than Security Staff needs to be responsible for replenishing supplies in First Aid Kits and checking AED's in PGI and Roblin Centre. This work is impacting the Security team's ability to do their actual Security work. 		
Action:			
Person Responsible:		Target Deadline:	

j. Safety Codes of Practice

Discussion:	• An Emergency Preparedness Update is scheduled for November.		
Action:			
Person Responsible:		Target Deadline:	

k. Other Items

Discussion:	<ul style="list-style-type: none"> Safety and Health Services has moved to the main floor in C Building. Two more safety officers are being hired. 		
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS

a. SWP's for the 11th Floor

Origin Name:	Blair Mineault	Date of Origin:	October 3, 2019
Issue:	SWP binders need to be created for the various work areas in the new Research Facility on the 11 th floor. Janelle Schneider has been talking with Kyle Andreasen about what is required, and has referred him to the SHS microsite for more information. Kyle will be working on this in upcoming months.		
Action:	Binders will be created for the various work areas in the new Research facility.		
Assigned to:	Kyle Andreasen	Target Date:	December 2019

b. Identification of Non-Smoking Areas near Entrances

Origin Name:	Warren Pendree	Date of Origin:	October 3, 2019
Issue:	<i>Question for Rick Lange:</i> Is there any way to create a visual boundary near entrances so that people who are smoking are reminded of the appropriate distance from the doors? <i>Response:</i> This is an ongoing discussion with Conor Lloyd in the		

	Communications department. It is a bit more complicated on the Exchange District Campus because the area immediately outside the doors is City property, and thus we are limited in what we can enforce.		
Action:	None		
Assigned to:		Target Date:	Ongoing

c. Safety and Health Concerns in the Shipping/Receiving Area

Origin Name:	David Malo	Date of Origin:	October 3, 2019
Issue:	There are several safety concerns in this area of the building, ie, safety doors being left open, items stacked in front of the electrical panel, etc. Facilities staff have mentioned that there are ongoing issues with the Recycling contractor which contributes to some of the concerns.		
Action:	David will discuss with the staff in the Shipping/Receiving area (Brian Mitchell and Tina Way).		
Assigned to:	David Malo	Target Date:	December 2019

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: None
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9. MEETING ADJOURNED: 12:45 p.m.

10. NEXT MEETING: December 18, 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:

 for: KYLIE CLARK



Kylie Clark represented Management

Blair Mineault

Karen McDonald October 16, 2019

October 16, 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.