

## **Workplace Safety & Health Committee Electrical, Mechanical and Manufacturing**

**December 10, 2019  
11:30 a.m. to 1:30 p.m.  
A111**

### **MINUTES**

#### **Committee Members:**

##### **Management Members:**

- X **Co-Chair** Mark Blackner, Chair, Electrical, Mechanical and Manufacturing
- X Tom Grant, Chair, Transportation and Heavy Apprenticeship Trades

##### **Employee Members:**

- X **Interim Co-Chair** David Major, EA, Electrical  
Edward Schlosser, Instructor, Welding
- X Glen Hawker, Instructor, Manufacturing Tech / PMM  
Harold Tully, Instructor, Power Engineering Technology
- X Jasvir Bharj, Instructor, Welding
- X Rob Engley, Instructor, Electrical
- X Jayson Santos, SHS Officer
- X Jennifer Brydon, SHS Manager

##### **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

**4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>**
**a. Filters / Gauges on Extractors**

	<p>Serving of filters increased to four times per academic year.</p> <p>Magnehelic Gauges – someone would need to be responsible for checking the gauges regularly (facilities would check gauges only on a periodic, scheduled basis). Committee decided against installing gauges at this time.</p> <p>Cleaning to be scheduled again before class start in September.</p> <p>December meeting update: Monthly inspections of ducts and filters has occurred. Maintenance will use monthly inspections to determine when filters / ducts need to be cleaned or changed.</p>		
	Yes	<input checked="" type="checkbox"/> No	(item is closed and no further action required)
			December 2019

**b. STTC Safety Assessments of PPE**

	<p>PPE Assessments are on hold until Heavy Duty Transportation is complete.</p> <p>Concerns with jewelry that is worn for religious reasons.</p>		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	(item is closed and no further action required)
	<p>PPE Assessments to be completed.</p> <p>Tom’s area is now complete. All other areas are being scheduled. Exterior signs may need to wait until spring. Religious jewelry is being finalized; outcome may be trade specific.</p>		
	Jayson Santos		March 2020

**c. Noise Monitoring**

	<p>Marlene is coordinating this with instructors.</p> <p>Ensure noise monitoring has been conducted.</p> <p>Audio testing is required every 2 years.</p>		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	(item is closed and no further action required)
	<p>Welding has been completed and is waiting for sign-off from Jen.</p>		
	Jayson Santos		December 2019

**d. Training on Inspection Reports**

	Training is scheduled for Monday, December 23, 2019. Jayson and Dave to conduct the training.		
	Yes	X No (item is closed and no further action required)	

**e. Injury Reports**

	One student: Drill chuck caught student's hand. A longer chuck key would ruin the machine. No injury to student as machine was not running.		
	Yes	X No (item is closed and no further action required)	

**f. SWP Template**

	<p>Dave has been working on transferring the information to a new one-page template to see how it works.</p> <p>The one-page will supersede the long page SWP's.</p> <p>To be signed off by the Dean.</p>		
	X Yes	No (item is closed and no further action required)	
	Find out when the one-page SWP can be used by the departments.		
	Jayson Santos		March 2020

**g. GST**

	<p>Jenn is working with the LEARN schedulers to set-up.</p> <p>Book GST with Jenn for Winter sessions.</p>		
	X Yes	No (item is closed and no further action required)	
	Schedule GST for the Winter 2020 intakes.		
	Tara Luchuck		

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

## Safety and Health Services Update December 2019

### Safety

#### PHAC

- The outstanding Public Health Agency of Canada (PHAC) deficiencies have been complied with and the inspection is now closed.

#### Workplace Safety and Health (WSH)

- WSH attended NDC Campus on November 22<sup>nd</sup> and inspected a number of areas including Welding, Carpentry, Teacher Education and a Chemistry lab.
  - The inspection was specific to occupational Hygiene (exposure to welding fume, exposure to chemicals, exposure to dust, etc).
  - A report was received from WSH on Nov 29<sup>th</sup> from the visit. No improvement orders were issued.
- WSH has reached out to SHS to obtain information on our fibrogenic dust hazards (Asbestos and Silica) at RRC. SHS needs to submit our findings by Dec 31, 2019.
  - SHS will be reaching out to departments that may work with Asbestos and/or silica to obtain more information for our reporting requirements to WSH.

#### First Aid kit

- A new first aid kit program was launched on Oct 4<sup>th</sup> that meets the new WSH requirements. See attached documents.

#### NAOSH

- SHS has decided to celebrate NAOSH on a monthly basis instead of during the first week of May when we don't have as many staff and students on campus.
- NAOSH events will occur at Winnipeg and regional campuses with the ability to participate online to win the prizes. The prize for the month of Nov/Dec is a car battery booster pack.
- Committees are encouraged to participate at the events. Please email [safety@rrc.ca](mailto:safety@rrc.ca) if you would like to participate in upcoming events.
- Watch staff and student news for upcoming events.

#### Committee Training – Basics, R2R and Inspection

- SHS has been offering training sessions to committees on committee basis, right to refuse and inspections training in the months of November and December.
- It is mandatory for committee members to attend each of the trainings.
- More training sessions will be offered in the new year if required.

#### Staff Updates

- Leanne Hearn and Jayson Santos have joined SHS as Safety & Health Officers. SHS is very excited to have two experienced officers join our team.
- See attached updated committee responsibilities.



## **Emergency Preparedness**

### **Get Out Hide Fight**

- Along with the website info provided last quarter, there are now brochures available and signs will be installed. If you would like a handful for staff, please connect with Nicki ([nalbus@rrc.ca](mailto:nalbus@rrc.ca)).
- Two presentations from the WPS are scheduled for Dec 6 (NDC) and Jan 15 (EDC).
- in-depth training for staff will be available in early 2020.

### **Fire Drills**

- Fire Drills are delayed until the ERT can be trained. Anticipate drill dates in early 2020. Weather and alternate shelter availability will be considered.

### **BCP**

- Ninety-eight percent of RRC departments have now completed Business Continuity Plans. The next phase will be to review and update them. Updates and information on the BP program will be provided to the Safety Committees going forward.

### **Fire Inspections**

- During Fire Prevention Week, 15 Fire Inspections were conducted through out the RRC. Some of the common findings included:
  - Stacking supplies in storage rooms so items blocked sprinkler systems.
  - Fire doors blocked or wedged open.
  - Need for more fire extinguishers; and
  - Isolated housekeeping concerns (such as combustibles on heat registers, decorations hanging from ceilings, and overloaded bulletin boards)

### **Notification System**

- RRC's enhanced campus notification system is almost ready to roll out. Watch for more information and system tests in the new year.

### **ERT Members**

- ERT members are still needed. Please canvas staff.

### **Stop the Bleed**

- As part of RRC's Active Shooter Procedure, SHS will be providing Stop the Bleed training and kits asap.

## **MSKE**

### **Slips and Falls**

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### **WCB Stats**

- Year to date:
  - 37 WCB claims and 10 time loss claims.
  - Types of injuries:

- § Falls (5)
- § Bodily reaction (3)
- § Sprain//strain (11)
- § Other (5)
- Time loss claims account for \$204,000
- MSK injuries account for \$52,000

### Health Centre

#### Stats

- These statistics are from September 3<sup>rd</sup> till the end of October this year

<b>Case</b>	<b>Amount</b>	<b>Plan</b>	<b>Total approx. hours</b>
Epilepsy	5	Emergency intervention	10
Anaphylaxis	4	Emergency intervention	10
Debrief sessions	4	Talking with persons involved	5
Average walk-ins	80 per week	Multiple	>24
Mental Health Issues	25 per week	Liaison with counsellors	>24

These statics do not capture the emergency medical incidents, injuries, and immunizations that we provide on a daily basis.

#### Immunizations

- Immunization clinics have recently been held for Peguis, Selkirk and Portage locations with intent to schedule more in the next few weeks.

#### Flu Clinics

- Doubled last year's numbers with over 1000 vaccines given to staff and students
- Health Centre still has vaccines available if you wish to get your vaccine.
- Thanks to the Nursing program for helping with these clinics.

**6. NEW BUSINESS**
**a. Welding Monitoring**

	Jennifer Brydon		December 10, 2019
	Ventilation cleaned before monitoring velocity. Average of each space increased. Will redo velocity testing in a year. List of questions will be going out to welding instructors. Scheduling of cleanings to be organized.		

**b. WSH Inspection**

	Jennifer Brydon		December 10, 2019

**c. Machine Guarding Update**

	Jennifer Brydon		December 10, 2019
	Jayson to look into funding for more guarding. Guard in B129 to be reviewed by Jayson.		

**d. Drill Press Incident**

	Jennifer Brydon		December 10, 2019
	Drill chuck caught student's hand. A longer chuck key would ruin the machine. No injury to student as machine was not running.		

**e. BB09 – Flying Insects**

	Jennifer Brydon		December 10, 2019
	Computer tables have channels under – garbage is being disposed of in the channels.		


**7. 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.**

<b>Date Sent to Employer:</b> <insert date>	<b>Items requiring response from Employer:</b> <b>NONE</b> <insert item numbers that require response from employer>
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**8. MEETING ADJOURNED: 12:45 p.m.**

**9. NEXT MEETING: March 3, 2020  
11:30 – 1:30  
A111**

**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](mailto:jpluchinski@rrc.ca)

**Management Co-Chair Signature:**

*Mark Blackner*  


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 Mark Blackner                      December 10, 2019

**Employee Co-Chair Signature:**

David Major  
*David Jas. Major*  


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 David Major    December 10, 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](mailto: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.