

**Workplace Safety & Health Committee
Ancillary Services
December 16, 2019
1:30-2:30 pm
B100E**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Jon Royal, Manager, Food Services
- Todd Buchanan, Director, Ancillary Services
- Jeff Gill, Director, Food Services
- Jade Karsin, Director, Procurement & Logistics
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Alternates:

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Employee Members:

- Co-Chair Jenn Zaminskis, Shipper/Receiver, Procurement & Logistics**
- Roland Burgess, Print Shoppe
- Soloman Koodoo, Shipper/Receiver, Campus Store
- Karen Paluck, Cook, Food Service
- Shelley-Rose Tomchuck
- Member Name, Member Title, Department

Alternates:

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Guests (Guest attendance approved by Co-Chairs):

Jennifer Brydon, Health & Safety Officer, Safety & Health Services
Theresa, Niedermayer, Health and safety services
Jessica, Spindler resource and resolution advisor, EHSS

1. CALL TO ORDER: <1:33 PM>

1:30 pm

2. WELCOME AND INTRODUCTIONS Jon Royal

Jessica Spindler, Introduction to resources, investigations, dealing with harassment charges, any resolutions needed. No wrong door policy. Confidential obligations. In new year she will be doing an information campaign so staff know who she is and what she does here.

3. REVIEW AND ACCEPTANCE OF AGENDA

- X Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING **September 10,2019**

- X Accepted
 Amended – if amended, list items below
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5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES **September 10,2019**

- a. Safety concerns about freight elevator**
Update: • Marlene and Jenn Z
Further Action Required: X Yes No (item is closed and no further action required)
Action:
Person Responsible: Dave Malo, ACC students and FS employees use the elevator. Dave and Marlene to update. **Target Deadline:**
- b. Training Update**
Update: Dave Malo
Further Action Required: Yes X No (item is closed and no further action required)
Action: Need to set up training dates for committee members. Memo sent out by Jenn Z on training dates.
Person Responsible: Dave Malo **Target Deadline:** March 2020
- c. Power Jack**
Update: Jenn Zaminskis
Further Action Required: XYes No (item is closed and no further action required)
Action:
Person Responsible: Jenn Z has SWP will be sending to Dave to confirm. **Target Deadline:**
- d. Shipping Door Sensor**
Update: • Jenn Zaminskis
Further Action Required: Yes X No (item is closed and no further action required)
Action: Jon- completed
 Jenn-completed
 Sol-
 Roland-
Person Responsible: **Target Deadline:**

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

- a. Review of Improvement Orders**
Discussion: • Agenda Changes for updates.

- Moving EHSS updates
- Minutes attached to will be on microsite / committees
- See attached updates from EHSS
- Naosh is not going to be one month will be monthly. Will be out at satellite locations.
- Training for committees will be soon. can be as a committee.
- Right to refuse training coming.
- Inspection training coming.
- Book Late January – 1:00 – 4 pm
- Staffing update. 2 new safety officers.
- Leanne and Jason
- Emergency preparedness. Run Hide Fight. EDC January 15th.
- Early 2020 for fire training drills
- BCP plans have been completed

Action:	EHSS		
Person Responsible:	Jenn Brydon	Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:

Action:	EHSS		
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

Discussion: • <insert brief bullet points>

Action:

Person Responsible:		Target Deadline:	
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d. Review of Right to Refuse Investigations

Discussion: • <insert brief bullet points>

Action:

Person Responsible:		Target Deadline:	
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e. Review of Safe Work Procedures

Discussion: Food Service requires SWP for most equipment

Action: Inventory equipment needed target June 2020

Person Responsible:	Jon Royal	Target Deadline:	Sept 2020
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f. Review of Training and Education

Discussion: • Waiting on training calendar

Action: Training coming! invites sent out.

Person

Responsible:

Target

Deadline:

g. Musculoskeletal and Ergonomics Update

Update: • <insert brief bullet points>

Action:

Person

Responsible:

Target

Deadline:

h. Emergency Preparedness Update

Discussion: • <insert brief bullet points>

Action:

Person

Responsible:

Target

Deadline:

7. NEW BUSINESS

a. <Doors locked at Loading dock. Need to be locked.>

Origin Name: Main loading dock doors locking **Date of Origin:** Dec 16 / 2019

Issue: Doors not locked after hours. 5 pm – 6 pm.

Action: Jeff to talk to Angel about locked doors " Signage : (Doors locked between 5-5)

Assigned to: Jeff Gill **Target Date:** January 30th.

b. <Design students in print shoppe>

Origin Name: Student Training in Print Shoppe **Date of Origin:** Dec 16th 2019

Issue: 3 machines (folder cutter drill) can cause serious injury

Action: Need 3 SWP at least for training staff. Foreign students coming in for a Co-op. Very dangerous equipment. need proper training, with a signoff for showing that the training has taken place.

Assigned to: Roland / Dave Malo / EHSS **Target Date:** January 20th 2020

c. <Parking in the lots in tickets. manual walk throughs>

Origin : Todd B. **Date of Origin:** Dec 16 2020

Issue: New parking attendants walking around giving tickets instead of driving.

Action: Will need standards for walk arounds.

Assigned to: Todd **Target Date:** Next winter.

d. <Insert New Business Item>

Origin Name: **Date of Origin:**

Issue:

Action:

Assigned to:

Target Date:

e. <Insert New Business Item>

Origin Name:

Date of Origin:

Issue:

Action:

Assigned to:

Target Date:

f. <Insert New Business Item>

Origin Name:

Date of Origin:

Issue:

Action:

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:

<insert date>

Items requiring response from Employer:

<insert item numbers that require response from employer>

9. MEETING ADJOURNED:

<1226 pm meeting adjournement>

10. NEXT MEETING:

<Training in March, and next meeting March 2020 mid month.>

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:

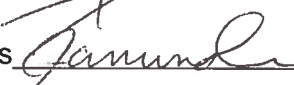
Jon Royal



date:

Jan 3/20

Jenn Zaminskis



date:

Jan 6/2020

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.