

**Workplace Safety & Health Committee
Student Supports and Services Committee
December 20, 2019
9:30 – 10:30 am
Notre Dame Campus, FM31**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Stacey Thorarinson, Associate Registrar, Student Engagement, Enrolment Services
- Jill Patterson, Manager, Deaf & Hard of Hearing Services
- Sue Sydorчук, Director, RRC Early Childhood Centre

Employee Members:

- Co-Chair Breanna Sawatzky, Mental Health Coordinator, Counselling & Accessibility
- Shawn Lapierre, Student Records Officer, Enrolment Services
- Margarita Natcheva, Immigrants Student Advisor, International Education
- Elise Laura Pierre, Student Association
- Adrian Johnson, Library Services

Alternates:

- Alternate Name, Member Title, Department

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Guests (Guest attendance approved by Co-Chairs):

Marleen Belo, Health and Safety Technician
Jessica Spindler, Resource and Resolution Advisor

Safety and Health Services Update
No Wrong Door Update

1. CALL TO ORDER:

9:36 am

2. WELCOME AND INTRODUCTIONS

Breanna Sawatzky

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING October 1, 2019

- Accepted
 Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES October 1, 2019
a. Ergonomics and safe listing for library services, June 26/19

Update:	
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:

b. Gas Smell D101, June 26/19

Update:	
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)
Action:	Hasn't occurred since. Air quality was tested and was not hazardous.
Person Responsible:	Target Deadline:

c. Fire extinguishers and AED in SA offices, June 26/19

Update:	
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)
Action:	Nicki Albus to verify that fire extinguisher is in place for SA as well as AED in close proximity to SA. Add signage if necessary.
Person Responsible:	Nicki Albus, Elise Pierre Target Deadline:

d. Review of training and education for Committee members, June 26/19

Update:	
Some members have taken inspection training, others have not	
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)
Action:	Ensure all members complete inspection training
Person Responsible:	S&H Services/Committee members Target Deadline: March 2020

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

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

Person Responsible:		Target Deadline:	
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b. Review of Workplace Inspection Reports

Discussion:	WSH attended NDC Campus on November 22 nd and inspected a number of areas including Welding, Carpentry, Teacher Education and a Chemistry lab. <ul style="list-style-type: none"> o The inspection was specific to occupational Hygiene (exposure to welding fume, exposure to chemicals, exposure to dust, etc). o A report was received from WSH on Nov 29th from the visit. No improvement orders were issued. <ul style="list-style-type: none"> • 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. o 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. 		
Action:			
Person Responsible:	Safety and Health Services	Target Deadline:	

c. Workplace Injury Reports

Discussion:	WCB Stats Year to date: <ul style="list-style-type: none"> o 37 WCB claims and 10 time loss claims. Types of injuries: <ul style="list-style-type: none"> o Falls (5) o Bodily reaction (3) o Sprain//strain (11) o Other (5) Time loss claims account for \$204,000 MSK injuries account for \$52,000		
Action:			
Person Responsible:	Safety and Health Services	Target Deadline:	

d. Review of Right to Refuse Investigations

Discussion:	RRC currently does not have any R2R investigations		
Action:			
Person Responsible:	Safety and Health Services	Target Deadline:	

e. Review of Safe Work Procedures

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

f. Review of Training and Education

Discussion:

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.

Action:

Person Responsible:

Safety and Health Services

Target

Deadline:

g. Musculoskeletal and Ergonomics Update

Update:

See injury report

Action:

Person

Responsible:

Target

Deadline:

h. Emergency Preparedness Update

Discussion:

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).
- 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 throughout 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

	<ul style="list-style-type: none"> • ERT members are still needed. Please canvas staff. <p>Stop the Bleed</p> <ul style="list-style-type: none"> • As part of RRC's Active Shooter Procedure, SHS will be providing Stop the Bleed training and kits asap 	
Action:		
Person Responsible:	Safety and Health Services	Target Deadline:

i. Health Centre

Discussion:	<p>Stats</p> <ul style="list-style-type: none"> • These statistics are from September 3rd till the end of October this year <table border="1"> <thead> <tr> <th>Case</th> <th>Amount</th> <th>Plan</th> <th>Total approx. hours</th> </tr> </thead> <tbody> <tr> <td>Epilepsy</td> <td>5</td> <td>Emergency intervention</td> <td>10</td> </tr> <tr> <td>Anaphylaxis</td> <td>4</td> <td>Emergency intervention</td> <td>10</td> </tr> <tr> <td>Debrief sessions</td> <td>4</td> <td>Talking with persons involved</td> <td>5</td> </tr> <tr> <td>Average walk-ins</td> <td>80 per week</td> <td>Multiple</td> <td>>24</td> </tr> <tr> <td>Mental Health Issues</td> <td>25 per week</td> <td>Liaison with counsellors</td> <td>>24</td> </tr> </tbody> </table> <p>Immunizations</p> <ul style="list-style-type: none"> • Immunization clinics have recently been held for Peguis, Selkirk and Portage locations with intent to schedule more in the next few weeks. <p>Flu Clinics</p> <ul style="list-style-type: none"> • 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. 			Case	Amount	Plan	Total approx. hours	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
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Action:																											
Person Responsible:	Safety and Health Services	Target Deadline:																									

7. NEW BUSINESS

a. First Aid Kit Replenishment

Origin Name:	Marleen Belo	Date of Origin:	Dec. 20, 2019
Issue:	See attached memo		
Action:			
Assigned to:		Target Date:	

b. No Wrong Door Update

Origin Name:		Date of Origin:	
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Issue:	Jessica Spindler is the new Resource and Resolution advisor, filling the role vacated by Carolyn Frost. Her role is to respond to complaints of harassment, discrimination, and sexual violence. Jessica shared that there will be more communication and training coming soon, specifically around the new policy and what staff roles are in responding to disclosures of harassment, discrimination, and sexual violence. She shared her contact information: 204.632.2946; jspindler@rrc.ca ; C410 (NDC)		
Action:	Contact Jessica as needed		
Assigned to:		Target Date:	

c. SHS Staff Updates

Origin Name:		Date of Origin:	
Issue:	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.		
Action:			
Assigned to:		Target Date:	

8. REQUEST FOR REPSONSE 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.**

None to report.

9. MEETING ADJOURNED: 10:05 am

10. NEXT MEETING: March 26, 2020; 11am – noon; Location FM31

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: *absent*

Employee Co-Chair Signature:

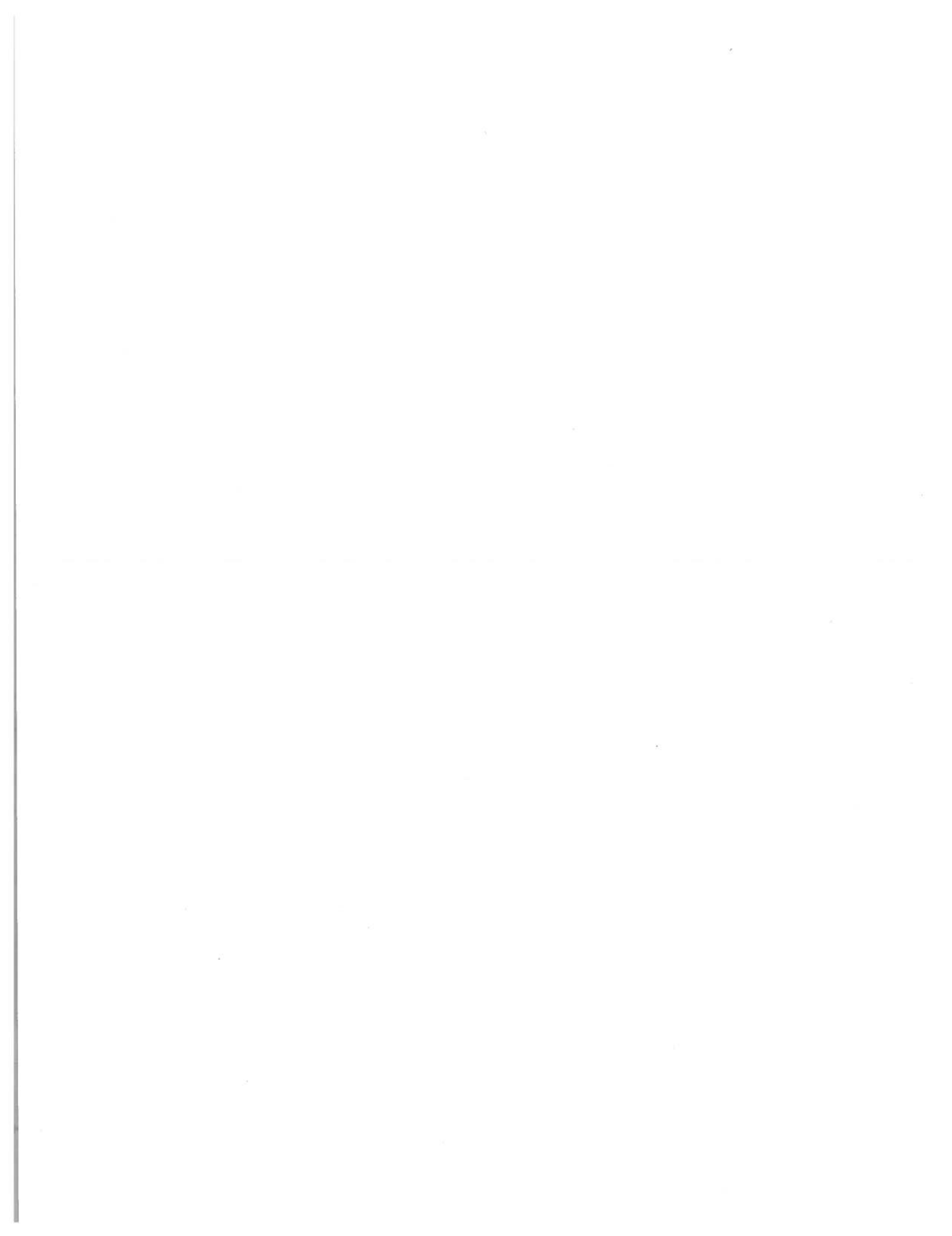


Stacey Thorarinson
Date <insert name>

Dec. 20/2019 Breanna Sawatzky
Date <insert name>

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.





Memo

To: All Departments

From: Jodi Pluchinski
Director, Safety & Health Services

Date: October 4, 2019

Subject: First Aid Kit Changes

Workplace Safety and Health legislation recently changed for First aid kits. Changes have occurred to the size of the kits, the contents of the kits and the number of kits that a department/area requires.

In the past, an external company was contracted by SHS to assess the kits periodically and restock any missing supplies. This contract was not meeting the college's needs.

Safety & Health Services (SHS) is excited to launch the new Safety Supply Catalogue. This new catalogue will contain ordering information for First Aid Kit supplies as well as other safety supplies. This catalogue provides departments with ordering information so that first aid kits can be re-stocked immediately after an incident and allows departments to inspect them as per the new legislation. The Catalogue will be located on the SHS microsite and will be updated as products are added/removed.

Going forward, who will be responsible for ordering first aid kits and replacement supplies for my area?

As of October 4th each department/area will be responsible for maintaining, replenishing and ordering supplies for their first aid kits.

How many first aid kits does my department/area require?

If your department/area has 2-50 workers (staff and students) on site at any given time, you will require 1 intermediate medium sized first aid kit.

If your department/area has 51- 100 workers (staff and students) on site at any given time, you will require 2 intermediate medium sized kits.

First aid kits should be strategically located throughout your department to ensure maximum coverage.

All high risk departments (ex. Trades) will have a first aid kit in each shop. Lower risk areas (ex. office setting) can share a first aid kit between departments/or by floor (depending on the layout).



How much will this cost my department?

Due to the increase in required supplies, it is recommended that each department/area purchase a new intermediate medium sized first aid kit at a cost of \$125.75 – 144.05/kit depending on the case style.

If your first aid kit is already large, a department can choose to purchase the additional supplies and add to their current kit.

How long do I have to replace my first aid kit to the new one?

The new WSH legislation requires that all areas are compliant with new first aid kits by November 30, 2019.

How do I order a new kit and replacement supplies?

The Safety Supply Catalogue will list a vendor, and provide an order number for each item in the first-aid kit. Departments can then follow their normal ordering processes.

How long will it take for my first aid supplies to arrive?

In most cases, replacement supplies will arrive within 2 business days or sooner.

How do I know when new supplies are needed?

Each department is responsible for appointing someone in their area to complete an inspection of the kit every 90 days or following any first aid incident where the first aid kit is used. The attached first aid kit contents checklist should be printed off and placed at the front of each first aid kit for easy inspection.

Completed inspection checklists should be submitted for SHS for record retention.

Can I purchase my first aid kit supplies at a different company other than the one listed in the safety supply catalogue?

Yes, as long as they are the correct items. The purpose of the new Safety Supply Catalogue is to allow for easy ordering and access to supplies when needed.

Can I add items to my first aid kit that are not on the required list?

Yes, Departments can enhance their first aid kits specific to their department's needs.

HELP! I have questions and/or need help ordering!

Please call 632-2511 or email safety@rrc.ca