

Workplace Safety & Health Committee Electrical, Mechanical and Manufacturing

March 3, 2020
11:30 a.m. to 1:30 p.m.
A111

MINUTES

Committee Members:

Management Members:

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

Employee Members:

- Interim Co-Chair** David Major, EA, Electrical
- Edward Schlosser, Instructor, Welding
- Glen Hawker, Instructor, Manufacturing Tech / PMM
- Harold Tully, Instructor, Power Engineering Technology
- Jasvir Bharj, Instructor, Welding
- Rob Engley, Instructor, Electrical
- Victor Butts, Instructor, Manufacturing Technician / PMM
- Jennifer Brydon, Health and Safety Officer, SHS
- Susan Thorvaldson, Musculoskeletal & Ergo Cord. SHS
- Jayson Santos, Health and Safety Officer, SHS

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
- 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
- Leanne Hearn, Safety & Health Officer, SHS

Guests (Guest attendance approved by Co-Chairs):

CALL TO ORDER:

11:30 a.m.

1. WELCOME AND INTRODUCTIONS

Mark Blackner

- Motioned to have Interim removed and have David Major as the co-chair.
Accepted: Tom Grant/Harold Tully

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted (Tom Grant/Dave Major)
- Amended – if amended, list items below
 - <list item and person responsible>

3. APPROVAL OF MINUTES FROM LAST MEETING: December 10, 2019

- Accepted (Harold Tully/Dave Major)
- Amended – if amended, list items below
 - Item #4: Training on Inspection Reports needs to be further actioned

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <December 10, 2019>
a. STTC Safety Assessments of PPE

Update:	<ul style="list-style-type: none"> The safety assessment will be finalized in the next few weeks. There is concerns with jewelry that is worn for religious reasons. Look at having safety develop a process chart to see where we are at on all safety assessments with a time of completion posted on it. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Religious jewelry is being finalized; outcome may be trade specific. Safety & Health to provide a process chart for safety assessments with time of completions posted on it.		
Person Responsible:	Jayson Santos	Target Deadline:	March 2020

b. Noise Monitoring

Update:	<ul style="list-style-type: none"> Noise monitoring has been completed in building B Welding labs and PET lab. Still ongoing monitoring being done in other areas. Need to set up education for staff on hazards of noise in completed areas, (Welding and PET) Need to follow up on the other part of the PET lab. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Welding and PET has been completed and is waiting for sign-off from Jen. Need Health & Safety to provide training on hazards of noise.		
Person Responsible:	Jayson Santos	Target Deadline:	May 2020

c. Training on Inspection Reports

Update:	<ul style="list-style-type: none"> Need to re-schedule the training on Inspections for staff that were unable to attend the training on December 23, 2019. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Work with Dave/Jayson to set up another date for training.		
Person Responsible:	Tara Luchuck	Target Deadline:	May 2020

d. SWP Template

Update:	<ul style="list-style-type: none"> Dave has been working on transferring the information to a new one-page template to see how it works. The one-page will supersede the long page SWP's. To be signed off by the Dean. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Find out when the one-page SWP can be used by the departments. Leanne to provide an update and timeframe of completion.		
Person Responsible:	Jayson Santos	Target Deadline:	March 2020

e. GST

Update:	<ul style="list-style-type: none"> Jen is working with the LEARN schedulers to set-up. GST will be up on Learn for September 2020. Need to work with Jen to set up GST for the Welding program that will be starting on April 27. 2020. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	The GST will be up on Learn for September 2020. Work on setting up GST for the welding program starting in April.		
Person Responsible:	Jennifer Brydon/Aaron Brown	Target Deadline:	March 2020

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

- Noise monitoring and air quality monitoring has been completed.

6. NEW BUSINESS
a. Welding Monitoring

Origin Name:	Jennifer Brydon	Date of Origin:	December 10, 2019
Issue:	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.		
Action:			
Assigned to:		Target Date:	

b. Machine Guarding Update

Origin Name:	Jennifer Brydon	Date of Origin:	December 10, 2019
Issue:	Jayson to look into funding for more guarding. Guard in B129 to be reviewed by Jayson.		
Action:	Update on Mill guards and drill press guards.		
Assigned to:	Jayson Santos	Target Date:	May 2020

c. Student Electrical Shock

Origin Name:	Dave Major	Date of Origin:	December 2019
Issue:	A student got an electrical shock working on a panel in the motors controls lab in STTC. Developing a new work protocol (light indicator for presence of power when panel is open) and SWP.		
Action:	April 15 th Dave /Jayson have SWP and protocol in place.		
Assigned to:	Dave Major/Jayson Santos	Target Date:	May 2020

d. Alternate Staff for Health & Safety Meetings

Origin Name:	Mark Blackner	Date of Origin:	March 3, 2020
Issue:	Look at have alternates for each meeting for staff that are unable to attend.		
Action:	Mark Blackner to find alternate staff to attend Health & Safety meetings.		
Assigned to:	Mark Blackner	Target Date:	May 2020

e. One Life Report – Power Engineering Lab

Origin Name:	Jennifer Brydon	Date of Origin:	December 2019
Issue:	Review of One Life Report and recommendations to follow.		
Action:	Jayson to review report and provide recommendations.		
Assigned to:	Jayson Santos	Target Date:	May 2020

f. Vent Hood for Welding Lab

Origin Name:	Jennifer Brydon	Date of Origin:	March 3, 2020
Issue:	Look at having the vent hood that was approved thru capital purchases in 19/20 installed in the welding Lab. Need Safety and Health and Facilities to speak regarding the installation of vent hood. (See mark for more clarification)		
Action:	Jayson to work with Mark and Facilities to have the vent hood installed.		
Assigned to:	Jayson Santos	Target Date:	May 2020

g. Safety Board Update

Origin Name:	Jennifer Brydon	Date of Origin:	March 3, 2020
Issue:	Need to have safety boards ordered and installed in each area. Health & Safety to provide update on completion of project.		
Action:	Jayson to provide update.		
Assigned to:	Jayson Santos	Target Date:	May 2020

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.**

Date Sent to Employer:	Items requiring response from Employer:
<insert date>	NONE
	<insert item numbers that require response from employer>

8. MEETING ADJOURNED: 12:36 p.m.

**9. NEXT MEETING: May 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

Management Co-Chair Signature:

Mark Blackner

Mark Blackner March 3, 2020

Employee Co-Chair Signature:

David Jas. Major

David Major March 3, 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.