

**Workplace Safety & Health Committee
Language Training Centre
March 12, 2020 1:00 pm – 3:00 pm
Room 342 – 123 Main Street**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Heather Wilgosh, Manager, Department
- Rotate, Program Manager
- Naomi Frey, Program Manager, Regionals
- Ben Starkey, Program Manager, IRCC
- Member Name, Member Title, Department

Employee Members:

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
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- Valerie Howat, Program Facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Fan Yang, Student

Guests (Guest attendance approved by Co-Chairs):

David Malo, Health & Safety Officer

Alternates:

- Alternate Name, Member Title, Department
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To concern: Room 342

CALL TO ORDER:

1:07 pm

1. WELCOME AND INTRODUCTIONS

Round table introductions

Round table introductions

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
Motion to accept amendments to agenda:
Second:
Carried

3. REVIEW OF PREVIOUS MINUTES

September 12, 2019
Motion to accept September 12th minutes: Sherry
Second: Logan
Carried

December 10, 2019

Motion to accept December 10 minutes: Heather

Second: Naomi

Carried

4. REVIEW OF ACTIONS ITEMS FROM PREVIOUS MINUTES

a. Accessibility

Discussion:	<ul style="list-style-type: none"> Will stay on the agenda as a standing item for information and action if required. Recently installed chair lifts have been shut down as they require safety checks before being put into service. Elevator which goes to the lower level has been shut down today until March 16th without warning. Also there is a safety concern regarding the elevator as there are no buttons inside, if someone gets on the elevator after you and you feel unsafe you cannot press a button for the next floor to get off. Tape for floor of room D – Not done, will be completed when Jillian returns to advise on the required layout of the room. A picture of how the room is to be set up will be posted in the room. 		
Action:	Darka following up with VIA on elevators.		
Person Responsible:	Darka Burczynski	Target Deadline:	Spring 2020

b. Lockdown Procedure

Discussion:	<ul style="list-style-type: none"> Requires input from Nicki Albus 		
Action:	Dave will follow up		
Person Responsible:	David Malo	Target Deadline:	Spring 2020

c. Training New Staff

Discussion:	<ul style="list-style-type: none"> Regional Campus staff have completed First Aid Training this month. Naomi stated that the regional campus are doing monthly evacuation drills. Darka met with Ben and Pauline and updated flowcharts, Pauline spoke to the staff regarding the update. 		
Action:	No Action		
Person Responsible:	Ben Starkey / Naomi Frey	Target Deadline:	March 12, 2020

d. Card Swipes on East Doors

Discussion:	<ul style="list-style-type: none"> It does not make sense to put in a card swipe. Situation has rectified itself, security is carrying out more patrols during the evening. 		
Action:	No Action		
Person Responsible:	Darka Burczynski	Target Deadline:	

e. Meth Crisis/Training

Discussion:	<ul style="list-style-type: none"> David will speak to the Health Centre to see if they are comfortable making a general presentation on this topic. 		
Action:	See above		
Person Responsible:	David Malo	Target Deadline:	Spring 2020

f. Satellite/ Regional updates

Discussion:	<ul style="list-style-type: none"> Security in Steinbach LTC has been increased due to numerous attempted B&Es. Concern – office window nailed shut to prevent B&E, window needs to be operational for ventilation during warmer months. Room flooding is a concern as we enter spring, Naomi to contact landlord and review waste removal agreement. 		
Action:	Ongoing updates as, when and if required		
Person Responsible:	Naomi Frey	Target Deadline:	Ongoing

g. Classroom Cleanliness

Discussion:	<ul style="list-style-type: none"> Students eating in Classrooms 		
Action:	<ul style="list-style-type: none"> Darka put forth a motion: Ask PM to enforce a “no eating in classroom” policy. Seconded Logan Carried 		
Person Responsible:	Darka	Target Deadline:	asap

h. Committee Member Update

Discussion:	<ul style="list-style-type: none"> Student recruited for this meeting. 		
Action:	<ul style="list-style-type: none"> New WSHC member from students will be needed for next meeting as Fan Yang will not be here next term Naomi has contacted a staff member to join the WSHC for the next meeting, if staff member decides not to join a request will be put in the LTC news. 		
Person Responsible:	Logan, Sherry, Naomi	Target Deadline:	ongoing

5. Safety and Health Services Updates – updates emailed to committee by David Malo
a. Improvement Order Update

Discussion:	<ul style="list-style-type: none"> None 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	None at this time		
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports)

Discussion:	None at this time		
Action:			
Person Responsible:		Target Deadline:	

d. Review Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> Under Review 		
Action:	Committee still requires training		
Person Responsible:	David Malo	Target Deadline:	June, 2020

e. Review of Safe Work Procedures (SWPs)

Discussion:	Being revised		
Action:	College community will be informed once revisions/review completed.		
Person Responsible:	David Malo	Target Deadline:	ongoing

f. Review of Training and Education of Committee Members

Discussion:	<ul style="list-style-type: none"> Waiting on training calendar to be updated to book training session. 		
Action:			
Person Responsible:	David Malo	Target Deadline:	

g. Musculoskeletal and Ergonomics Update

Discussion:	n/a		
Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	Ongoing in light of Covid-19		
Action:			
Person Responsible:		Target Deadline:	

i. Health Centre Update

Discussion:	Ongoing in light of Covid-19		
Action:			
Person Responsible:		Target Deadline:	

j. Code of Practice Update

Discussion:	n/a		
Action:			
Person Responsible:		Target Deadline:	

k. Health & Safety Staffing Update

Discussion:	n/a		
Action:			
Person Responsible:		Target Deadline:	

6. New Business
a. Signage for “Get Out Hide Fight”

Discussion:	<ul style="list-style-type: none"> New signage for “Get Out Hide Fight” has been received. Committee were in agreement that they can be put up. 		
Action:	Posters to be put up.		
Person Responsible:	Darka	Target Deadline:	June 2020

b. Covid-19 Approach and Planning

Discussion:	<ul style="list-style-type: none"> Email received from Melanie Gudmundson stating no work related travel allowed, if personal travel takes place staff need to contact RRC Health and Safety prior to returning to work. Upper management is working on a plan and will update staff as decisions are made. Re-enforce good hygiene, remind all to wash hands before and after class. 		
Action:	Remind staff to look for email updates		
Person Responsible:	ALL	Target Deadline:	

c. Posters/Paper on Walls

Discussion:	<ul style="list-style-type: none"> What is the ratio of paper to wall surface allowed. 		
Action:	David to check and report back		
Person Responsible:	David Malo/Darka Burczynski	Target Deadline:	June 2020

7. Request Response from Employer

8. MEETING ADJOURNED: 3:09 pm

Motion to Adjourn: Val
Second: Naomi
Carried

9. NEXT MEETING: June 11, 2020: 1:30-3:00 Room TBD

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

These are draft minutes and will be approved at the June 12, 2019 meeting.

Management Co-Chair Signature:

Employee Co-Chair Signature:

Darka Burczynski, Date

Sherry Seymour Date

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.