

**Workplace Safety & Health Committee**  
**Electrical, Mechanical and Manufacturing**  
**May 26, 2020**  
**9:30 a.m. to 11:30 a.m.**  
**Remotely via MS Teams**

**MINUTES**

**Committee Members:**

**Management Members:**

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

**Employee Members:**

- Co-Chair** David Major, EA, Electrical
- Edward Schlosser, Instructor, Welding
- Harold Tully, Instructor, Power Engineering Technology
- Jasvir Bharj, Instructor, Welding
- Glen Hawker, Instructor, Manufacturing Technician
- Rob Engley, Instructor, Electrical
- Victor Butts, Instructor, Manufacturing Technician/PMM
- David Malo, Health and Safety Officer, SHS
- Marleen Marie Belo, Health and Safety Technician, SHS

**Alternates:**

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
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**Guests (Guest attendance approved by Co-Chairs):**

**CALL TO ORDER:** **9:30 a.m.**

**1. WELCOME AND INTRODUCTIONS** **David Major**

**2. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted (Rob Engley)
- Amended – if amended, list items below
  - <list item and person responsible>
  - <list item and person responsible>

**3. APPROVAL OF MINUTES FROM LAST MEETING: March 3, 2020**

- Accepted (Ed Schlosser)
- Amended – if amended, list items below
  - <list item and person responsible>
  - <list item and person responsible>

**4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <insert date of minutes>**

**a. Religious Jewelry**

|                                 |   |                         |         |
|---------------------------------|---|-------------------------|---------|
| <b>Update:</b>                  | Protocol for religious jewelry – silver bangles, thread bracelets.<br>David spoke with Dr. Singh – no problem for students to remove if it is a safety issue; no problem with removal due to religious reasons. |                         |         |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)   |                         |         |
| <b>Action:</b>                  | Signage on door for religious jewelry to be installed; further discussion needed at committee level.  |                         |         |
| <b>Person Responsible:</b>      | David Malo  | <b>Target Deadline:</b> | Unknown |

**b. Noise Hazard Training**

|                                 |   |                         |  |
|---------------------------------|---|-------------------------|--|
| <b>Update:</b>                  | All staff and students that work in areas that require hearing protection are required to complete LEARN training.<br>Training is already on LEARN. Once chairs have approved surveys, LEARN training can be completed. |                         |  |
| <b>Further Action Required:</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)   |                         |  |
| <b>Action:</b>                  |   |                         |  |
| <b>Person Responsible:</b>      |   | <b>Target Deadline:</b> |  |

**c. Training on Inspection Reports**

|                                 |   |                         |         |
|---------------------------------|---|-------------------------|---------|
| <b>Update:</b>                  | On hold due to COVID.   |                         |         |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)                       |                         |         |
| <b>Action:</b>                  | When we get staff back on site, we can resume training.<br>Committee would like to know when inspections occur so members can be present. |                         |         |
| <b>Person Responsible:</b>      | Tara Luchuck  | <b>Target Deadline:</b> | Unknown |

**d. One page SWP Availability Date**

|                                 |   |  |  |
|---------------------------------|---|--|--|
| <b>Update:</b>                  | SWP template was rolled out to a working group. Working group to provide a report on any issues.<br>One hour training sessions through MS teams already set-up with working group (working group involves various departments). |  |  |
| <b>Further Action Required:</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)   |  |  |
| <b>Action:</b>                  | Mark would like committee to receive this training.   |  |  |

|                            |           |                         |         |
|----------------------------|-----------|-------------------------|---------|
| <b>Person Responsible:</b> | Dave Malo | <b>Target Deadline:</b> | Unknown |
|----------------------------|-----------|-------------------------|---------|

**e. Fall GST**

|                                 |   |                         |                           |
|---------------------------------|---|-------------------------|---------------------------|
| <b>Update:</b>                  | GST is on LEARN.<br>45 minutes – 1 hour.<br>By September 1st it will be on LEARN.                                   |                         |                           |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) |                         |                           |
| <b>Action:</b>                  | Ensure GST went online to LEARN platform for September 1st.   |                         |                           |
| <b>Person Responsible:</b>      | Committee   | <b>Target Deadline:</b> | September 1 <sup>st</sup> |

**f. Mill Guards & Drill Press Guards**

|                                 |   |                         |  |
|---------------------------------|---|-------------------------|--|
| <b>Update:</b>                  | Drill press guards installed. Drill presses are not designed for an interlock guard.<br>Adjustments may be required.<br>Mill guards done. |                         |  |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)                       |                         |  |
| <b>Action:</b>                  | Training required.  |                         |  |
| <b>Person Responsible:</b>      |   | <b>Target Deadline:</b> |  |

**g. Electrical Shock Work Protocol**

|                |   |  |  |
|----------------|---|--|--|
| <b>Update:</b> | Developed a device that gives a visual (indicating light) to show when equipment is on.<br>All equipment in Motor control labs and Fire Alarm labs have an indicator installed and tested.<br>Jayson and David Major still coming up with SWP for this.<br>GFI's of the class A type are designed to trip the circuit open when current differential detected between the 'hot' conductor and the 'neutral' conductor exceeds 5mA (0.005 amperes).<br>If a person touches the hot conductor while touching 'ground' they are at risk of receiving a shock.<br>A trip current of 5mA (0.005A) is designed to protect a person from burns and death.<br>This does not however guarantee that a person will not receive an electric shock as a shock can be felt with as little as 1mA of current flowing. |  |  |
|----------------|---|--|--|

|                                 |   |                         |  |
|---------------------------------|---|-------------------------|--|
|                                 | This means a person can touch a live wire and receive a 'tingle' from an electric shock without tripping the GFI.<br><br>Include something in SWP that you will feel a shock even in GFI (tripping at 5 milliamps). |                         |  |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)   |                         |  |
| <b>Action:</b>                  | Jayson and David Major still coming up with SWP for this. Shock potential to be conveyed in SWP.  |                         |  |
| <b>Person Responsible:</b>      | Jayson Santos / David Major / Rob Engley  | <b>Target Deadline:</b> |  |

#### h. Alternate Staff for Safety Committee Meetings

|                                 |   |                         |                |
|---------------------------------|---|-------------------------|----------------|
| <b>Update:</b>                  | Alternate members gets others exposed to the meetings.  |                         |                |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required) |                         |                |
| <b>Action:</b>                  | Worker Co-Chair needed as David Major is retiring. Alternate members still needed. Need to develop a short list.    |                         |                |
| <b>Person Responsible:</b>      | Committee Members   | <b>Target Deadline:</b> | September 2020 |

#### i. One Life Report Recommendations

|                                 |  |                         |  |
|---------------------------------|--|-------------------------|--|
| <b>Update:</b>                  | One Life as on site 2 years ago to complete a safety audit.<br><br>Jen is currently reviewing this audit to see what is still outstanding.<br><br>PET lab outstanding. |                         |  |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)  |                         |  |
| <b>Action:</b>                  | PET lab outstanding.   |                         |  |
| <b>Person Responsible:</b>      | Jennifer Brydon  | <b>Target Deadline:</b> |  |

#### j. Vent Hood Installation (Welding)

|                                 |   |                         |         |
|---------------------------------|---|-------------------------|---------|
| <b>Update:</b>                  | Vent hood was a Capital request in welding – turned into facilities order.<br><br>Safety doesn't want overhead vent hoods – would prefer to use a down draft table. Issue with table is that it needs to be hooked up to existing ventilation. Upgrades needed first.<br><br>Ongoing meetings with facilities to see how to move forward. |                         |         |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)   |                         |         |
| <b>Action:</b>                  | Meeting with facilities is ongoing.   |                         |         |
| <b>Person Responsible:</b>      | Mark Blackner to update committee   | <b>Target Deadline:</b> | Unknown |

**k. Installation of Safety Boards**

|                                 |  |                         |         |
|---------------------------------|--|-------------------------|---------|
| <b>Update:</b>                  | The number of departments that have requested the safety boards is higher than what was expected.<br>Some safety boards are completed.<br>Will contain consistent items with some variations between departments.<br>Fire evacuations to be posted on boards.<br>Complete with Lock out kit. |                         |         |
| <b>Further Action Required:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)  |                         |         |
| <b>Action:</b>                  | Jen will connect with Chairs regarding safety boards.  |                         |         |
| <b>Person Responsible:</b>      | Jennifer Brydon  | <b>Target Deadline:</b> | Unknown |

**5. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)**
**a. Improvement Order Update**

|                            |   |                         |  |
|----------------------------|---|-------------------------|--|
| <b>Discussion:</b>         | No improvement orders currently for anywhere in RRC |                         |  |
| <b>Action:</b>             |   |                         |  |
| <b>Person Responsible:</b> |   | <b>Target Deadline:</b> |  |

**b. Review of Workplace Inspection Reports**

|                            |   |                         |  |
|----------------------------|---|-------------------------|--|
| <b>Discussion:</b>         | Just started on Inspection Reports and then COVID occurred. Once we get back to normal, teams will report on this at the SHS meeting. |                         |  |
| <b>Action:</b>             |   |                         |  |
| <b>Person Responsible:</b> |   | <b>Target Deadline:</b> |  |

**c. Workplace Injury Reports**

|                            |  |                         |  |
|----------------------------|--|-------------------------|--|
| <b>Discussion:</b>         | No serious injuries as defined by the Province |                         |  |
| <b>Action:</b>             |  |                         |  |
| <b>Person Responsible:</b> |  | <b>Target Deadline:</b> |  |

**d. Review of Right to Refuse Investigations**

|                            |      |                         |  |
|----------------------------|------|-------------------------|--|
| <b>Discussion:</b>         | NONE |                         |  |
| <b>Action:</b>             |      |                         |  |
| <b>Person Responsible:</b> |      | <b>Target Deadline:</b> |  |

**e. Review of Safe Work Procedures**

|                            |      |                         |  |
|----------------------------|------|-------------------------|--|
| <b>Discussion:</b>         | NONE |                         |  |
| <b>Action:</b>             |      |                         |  |
| <b>Person Responsible:</b> |      | <b>Target Deadline:</b> |  |

**f. Review of Training and Education**

|                            |      |                         |                 |
|----------------------------|------|-------------------------|-----------------|
| <b>Discussion:</b>         | NONE |                         |                 |
| <b>Action:</b>             |      |                         |                 |
| <b>Person Responsible:</b> |      | <b>Target Deadline:</b> | No Timeline Set |

**g. Musculoskeletal and Ergonomics Update**

|                            |      |                         |           |
|----------------------------|------|-------------------------|-----------|
| <b>Update:</b>             | NONE |                         |           |
| <b>Action:</b>             |      |                         |           |
| <b>Person Responsible:</b> |      | <b>Target Deadline:</b> | June 2019 |

**h. Emergency Preparedness Update**

|                            |      |                         |  |
|----------------------------|------|-------------------------|--|
| <b>Discussion:</b>         | NONE |                         |  |
| <b>Action:</b>             |      |                         |  |
| <b>Person Responsible:</b> |      | <b>Target Deadline:</b> |  |

**6. NEW BUSINESS**
**a. Safety Assessments**

|                     |   |                        |              |
|---------------------|---|------------------------|--------------|
| <b>Origin Name:</b> | Jennifer Brydon   | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Safety & Health to provide a process chart for safety assessments with time of completions posted on it.<br>Working on Safety standards – 7 completed for our department. |                        |              |
| <b>Action:</b>      |   |                        |              |
| <b>Assigned to:</b> |   | <b>Target Date:</b>    |              |

**b. Noise Level Monitoring**

|                     |   |                        |              |
|---------------------|---|------------------------|--------------|
| <b>Origin Name:</b> | Jennifer Brydon   | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Noise monitoring – various rooms completed. <ul style="list-style-type: none"> <li>➤ Below is all the area's which have been completed:             <ul style="list-style-type: none"> <li>B153</li> <li>B154</li> <li>B151</li> <li>B152</li> <li>T238</li> <li>J110</li> <li>T112</li> <li>T113</li> </ul> </li> <li>➤ Below is all the area's in which we have <u>yet</u> to complete monitoring:             <ul style="list-style-type: none"> <li>B168</li> <li>B177</li> <li>B176</li> </ul> </li> </ul> |                        |              |

|                     |                      |                     |  |
|---------------------|----------------------|---------------------|--|
|                     | T132<br>B142<br>T114 |                     |  |
| <b>Action:</b>      |                      |                     |  |
| <b>Assigned to:</b> |                      | <b>Target Date:</b> |  |

**c. Additional Safety Training Required**

|                     |                 |                        |              |
|---------------------|-----------------|------------------------|--------------|
| <b>Origin Name:</b> | Rob Engley      | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Discussed above |                        |              |
| <b>Action:</b>      |                 |                        |              |
| <b>Assigned to:</b> |                 | <b>Target Date:</b>    |              |

**d. Cranes for Shop Chucks**

|                     |   |                        |              |
|---------------------|---|------------------------|--------------|
| <b>Origin Name:</b> | Glen Hawker   | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | In Machine shop – lathes have 2 types of holding systems, with a weight of 40 – 70 lbs.<br>Students cannot physically change some of the chucks.<br>Safety engine hoist or crane needed.<br>Original plan is to use lift table. |                        |              |
| <b>Action:</b>      | Follow up to determine what is being used to hoist holding systems  |                        |              |
| <b>Assigned to:</b> |   | <b>Target Date:</b>    |              |

**e. Storage for Propane Tanks Near Loading Dock**

|                     |   |                        |              |
|---------------------|---|------------------------|--------------|
| <b>Origin Name:</b> | Glen Hawker   | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Need to go to shipping loading dock to retrieve propane and cart back to machine shop. Machine shop would like to have at least one tank stored in machine shop.<br>For most departments it made sense for shipping and receiving to store tanks.<br>Need to store according to fire and building code – need to be in locked cage, need to be stored outdoors. |                        |              |
| <b>Action:</b>      | Committee investigate further – Glen & Ed, Present to safety  |                        |              |
| <b>Assigned to:</b> | Glen Hawker / Ed Schlosser  | <b>Target Date:</b>    |              |

**f. New Forklift**

|                     |  |                        |              |
|---------------------|--|------------------------|--------------|
| <b>Origin Name:</b> | Glen Hawker  | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Forklifts are outside. For convenience, an enclosed forklift or one with winter tires is needed. |                        |              |

|                     |   |                     |  |
|---------------------|---|---------------------|--|
|                     | On 19/20 capital request forklift was on there, did not receive approval.<br>Can be moved forward on 20/21 capital request.<br>Can update tires on existing forklift or utilize other ones at the College.<br>Procurement has an outdoor forklift – in process of upgrading. Has outdoor tires, and enclosed cab.<br>Can ask facilities to remove snow and ice. |                     |  |
| <b>Action:</b>      | Investigate further   |                     |  |
| <b>Assigned to:</b> |   | <b>Target Date:</b> |  |

**g. Lab / Classroom Capacity Assessment – Mark Blackner**

|                     |  |                        |              |
|---------------------|--|------------------------|--------------|
| <b>Origin Name:</b> | Mark Blackner  | <b>Date of Origin:</b> | May 26, 2020 |
| <b>Issue:</b>       | Occupancy assessment completed with COVID – 2 meter / 6 feet. Have an idea of how many people can be in a room at one time. Lathes are far enough apart from each other to allow for social distancing.<br><br>Physical barrier assessments are being completed throughout College to see where they need to be installed. Better to provide social distancing, some areas don't allow for this.<br><br>Will cleaning equipment be provided? if equipment sanitization is needed, need to determine how to thoroughly clean various items. Rob Engley to send David Malo info on sanitation product. |                        |              |
| <b>Action:</b>      |  |                        |              |
| <b>Assigned to:</b> |  | <b>Target Date:</b>    |              |

**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> | <b>Items requiring response from Employer:</b> |
| <insert date>                 | NONE   |

**8. MEETING ADJOURNED: 10:45 a.m.**

**9. NEXT MEETING: 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*

\_\_\_\_\_  
Mark Blackner May 26, 2020

**Employee Co-Chair Signature:**

*David Jas. Major*

\_\_\_\_\_  
David Major May 26, 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](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.