

**Workplace Safety & Health Committee
Student Supports and Services Committee
June 24, 2020
9:30 – 12:00 pm
WebEx**

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
- Nataly Ore, Operations Manager, Centre for International Education and Global Partnerships
- 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):

David Malo, Health and Safety Officer

Safety and Health Services Update

1. CALL TO ORDER: 9:37 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 April 9, 2020

- Accepted
- Amended – if amended, list items below

April 9 minutes to be forwarded again to safety@rrc.ca

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES April 9, 2020
a. Fire extinguisher and AED in Students' Association area

Update:	After the meeting, Leanne connected with Nicki Albus who indicated the signage should be all good for the AEDs. Signage for the fire extinguishers is not required unless they can't be seen.		
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. Review of training and education for committee members

Update:	Majority of committee members have not received inspection training. With move to remote delivery. SHS is developing online inspection training (for a portion of the learning outcomes). Question re: was right to refuse included in our basics training? Greater need to clarification of training to verify who has completed which particular training as well as what training is needed. David indicated that Committee Basic Training to be added to LEARN. Right to Refuse Training – develop 15 min short training sessions to be added to LEARN. There is a need for Inspection Training for committee member to do quarterly inspections: To simplify the process a 2-hour training session with new inspection template to be provided. This training to be added to LEARN. Investigation Training could be an added training component.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	David to check on how committee will be notified when training added to LEARN.		
Person Responsible:	David	Target Deadline:	August 2020

c. Updates to Members

Update:	David discussed review of updates becoming cumbersome. Updates will be prepared and sent out to members in advance. Members must review and then add any questions to the agenda.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Updates to be forwarded to members		
Person Responsible:	David	Target Deadline:	August 2020

d. Musculoskeletal and Ergonomics Update

Update:	Susan Thorvaldson prepared a guide to ergonomics while working from home. It can be found at this link: https://www.rrc.ca/coronavirus/2020/03/20/how-to-make-your-work-from-home-space-ergonomic/		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:	Share out to work areas with minutes.		

Person Responsible:	All committee members.	Target Deadline:	April 2020
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e. Mental and physical wellness while working from home

Update:	A compilation of resources to support wellness while working remotely can be found here: https://www.rrc.ca/wellness/2020/03/17/wellness-in-the-time-of-covid-19/		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:	Share out to work areas along with minutes.		
Person Responsible:	All committee members	Target Deadline:	April 2020

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

a. Review of Improvement Orders

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

Discussion:	Working from home and safety aspect. If there was an accident/injury and the involvement of Workers Compensation. Discussion around preparing something for staff news to provide reminders of workplace health and safety. It might be beneficial to discuss working from home and what to do in the event of accidents/injuries and process. Are accidents or injuries from home being reported?		
Action:	Reminders of awareness and safety at home in Staff News		
Person Responsible:	David	Target Deadline:	Aug 2020

d. Review of Right to Refuse Investigations

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

e. Review of Safe Work Procedures

Discussion:	Discussion related to COVID –19 and learning from home. There has been a lot of focus on what is required to return to work locations, space assessments, and physical barrier assessments. How to we make this environment more conducive for students. How many can we bring back in to a physical space,		
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	and when this can occur?		
Action:	Email Safety if you need info on capacity. The department has been working on room capacities.		
Person Responsible:	Safety and Health Services	Target Deadline:	In process

f. Review of Training and Education

Discussion:	See item 5a		
Action:			
Person Responsible:		Target Deadline:	

g. Emergency Preparedness Update

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

h. Health Centre

Discussion:			
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS

a.

Origin Name:		Date of Origin:	
Issue:	Nataly discussed the International Dept. – they are not accepting cash but are accepting documents. Staff are expressing that they are more comfortable with a physical barrier at D210 location. Discussion of walkthrough of office areas. Adrian also asked about walk through of office area. Adrian will check with Manager to ask about whether the assessment has been completed. If you would like to participate in walk-through, ask your Manager if you can participate.		
Action:	David to follow-up, to identify who has completed assessments and get back to committee.		
Assigned to:	David	Target Date:	In process

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.**

	None to report.
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9. MEETING ADJOURNED: 10:19 am

10. NEXT MEETING: Aug 19th 9:30 am

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:

July 3, 2020 Stacey Thorarinson
Date

July 3, 2020 Breanna Sawatzky
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.