

**Workplace Safety & Health Committee  
Student Supports and Services Committee  
September 9, 2020  
10:00 – 11:30 am  
MS Teams**

**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
- Norman Umali, International Student Support Coordinator, Centre for International Education and Global Partnerships
- Elise Laura Pierre, Student Association
- Cari-Ann Page, Library Services

**Alternates:**

- Alternate Name, Member Title, Department

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- Alternate Name, Member Title, Department

**Guests (Guest attendance approved by Co-Chairs):**

Jayson Santos, Health and Safety Officer

Safety and Health Services Update

**1. CALL TO ORDER: 10:04 am**

**2. WELCOME AND INTRODUCTIONS Stacey Thorarinson**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

**4. APPROVAL OF MINUTES FROM LAST MEETING June 24, 2020**

- Accepted
- Amended – if amended, list items below

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES June 24, 2020**
**a. Inspection training**

<b>Update:</b>	Inspection training is still in development. It is not available on LEARN. Once students are settled in, its likely it will be available in person.		
<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 will connect with Dave and update us on training opportunities		
<b>Person Responsible:</b>	SHS rep	<b>Target Deadline:</b>	

**b. Accidents and injuries while working from home – reporting?**

<b>Update:</b>	SHS position is that even injuries taking place while working from home should be reported. WCB may have to be involved, depending on the context of the injury.		
<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>	Communicate this to our departments.		
<b>Person Responsible:</b>	All committee members	<b>Target Deadline:</b>	Sept 2020

**c. Occupancy limits**

<b>Update:</b>	Occupancy assessments have been conducted. This information is not shared publicly, but we can contact SHS or Christine Siewert if we need this information.		
<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>	

**d. Physical barrier in CIEGP**

<b>Update:</b>	One has been installed in D210, for protection during student/CSR interaction. There is adequate space for physical distancing between one student waiting and one student at the CSR desk.		
<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>	

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

No SHS updates in addition to regular updates through Staff News and website communication.

Norman updated the committee on CIEGP management of roughly 100 arriving/recently arrived international students. There is a partnership with SHS and the nurse to assess incoming students and monitor for compliance with self-isolation protocols. There have been a couple instances of mis-communication but largely the arriving students are complying. Students who did not have their study permit approved prior to March 2020, are not permitted to arrive in Canada. Norman has asked that Stacey's department notify him by email when international students come to access services, in case he doesn't have record that they've arrived.

## 7. NEW BUSINESS

a.

<b>Origin Name:</b>	Personal hand sanitizers at individual workstation	<b>Date of Origin:</b>	Sept. 9
<b>Issue:</b>	The nearest sanitizing station is in the hallway of D. What should staff do once they're within their offices if they're not permitted to use personal sanitizer from home?		
<b>Action:</b>	Departments should assign one person to order supplies for two weeks at a time. We should try to avoid having one at each person's desk. Find strategic places within the department to place sanitizing supplies (eg. photo copier, reception desk). Committee members can ensure their departments are aware of this procedure.		
<b>Assigned to:</b>	All committee members.	<b>Target Date:</b>	Sept 2020

b.

<b>Origin Name:</b>	Providing masks to students	<b>Date of Origin:</b>	Sept.9
<b>Issue:</b>	Discussion re: whether student service centres should have a supply of masks on hand for students who present for services without one on.		
<b>Action:</b>	Although we don't want it to become usual, if the odd time a student arrives in our departments without a mask, we can provide instead of sending back to security. Usually though, students should be getting their masks at security.		
<b>Assigned to:</b>	All committee members.	<b>Target Date:</b>	Sept. 2020

c.

<b>Origin Name:</b>		<b>Date of Origin:</b>	
<b>Issue:</b>			
<b>Action:</b>			
<b>Assigned to:</b>		<b>Target Date:</b>	

## 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:** **10:53 am**

**10. NEXT MEETING:** **Dec. 9, 2020 10am-11:30**

**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:**

**Employee Co-Chair Signature:**

Sep 9, 2020                      Stacey Thorarinson  
Date

Sept 9, 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](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.