



# THE UNIVERSITY OF WINNIPEG

## WORKPLACE SAFETY AND HEALTH COMMITTEE

### MINUTES

Complete Name and Address of Workplace:	Employer Members	Occupation	Present	Absent
The University of Winnipeg Tel: 786-7811 Fax: 774-9026	Laurel Renski	Co-chair V.P. Human Resources, Audit & Sustain.	X	
	Len Cann Mary Anne Wolfe	Executive Director, Infrastructure Manager, Campus Health and Wellness (Alternate)	X	X
Meeting Date: December 5, 2013				
December 5, 2013	James Hanley	Co-Chair, Faculty Member - UWFA	X	
Number of employees at the workplace: 300	Ed Duval	Technician - AESES		X
	Kimberley Boffa	Faculty member - UWFA		X
	Gery Narynski	Faculty member - UWFA		X
	Tom Turner	UWFA		X
	Peter Balague	Technician - AESES		X
	Andree Forest	UWFA (Alternate)	X	
		Martin Gralgor - Director of Security	X	
		Lynne Storch - Manager, Campus Dining	X	
		Paula Hossack - Corp. Secretary's Office - Minutes	X	

A. Approval of Agenda

Motion to Approve the Agenda made by Ed Duval and

Carried.

**C. Business Arising from the minutes:**

Asbestos management	Signage has gone up in Lockman, Graham, Ashdown, MS Hall and Duckworth. It is anticipated that by October there should be signs up at all University buildings, where required.  Inventory is now on shared drive and can be accessed by Contractors and Physical Plant.	Confirmation from Len Cain that new buildings have no asbestos.	
	attended. Since then, a presentation took place for the Department of History and was well-received. It is now	specific departments instead of having general training sessions.	
	The Asbestos Management program is on the Health and Safety website.		
and General Council	Needs to go to the Academic Council for review due to the merging of two policies.		
Secretary and General Council	Len and Ted were working on the possibility of configuring intake systems.	Len Cain and Ted Turner to speak on this issue at next meeting.	
Associate VP of Research	It was agreed at the meeting that by the lab manager/supervisor or designate, Containers have been provided to catch water as the drainage systems are not appropriate.	committee when new information is received.	
D. Reading of Correspondence	No correspondence to present.		

<p><b>E. New Business:</b> Chair - Lab Safety Lab Safety Committee</p>	<p>Kim Monson resigned as Chair of the Lab Safety committee but will continue to serve as a member of the committee. Meeting to be in effect until such time as</p>	<p>Lab Safety committee is to name an Interim Chair at their September 11th meeting.</p>
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<p>a) Terms of Reference</p>	<p>Terms of reference need to be revised, as the ones in use are from 1995. The terms were revised to allow for wider</p>	<p>the committee has full representation.</p>
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	<p>better consultation process.</p> <p>Lab Safety Committee is to name an interim Chair so that work can continue in this committee.</p>	
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	<p>Health and Safety Committee meetings and report to the committee.</p>	
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<p>Working Alone Policy</p>	<p>Policy needed revision, specifically the Risk Assessment</p>	<p>Comments regarding the policy should</p>
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	<p>Time stated should be changed to 4:30 p.m. in certain buildings. And times should be changed from 11:00 a.m. to 7:00 a.m. overall.</p>	<p>Comments regarding the policy should</p>
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<p>Program Audit</p>	<p>Safety and Health program was audited by an external consultant about 3 years ago.</p>	<p>summary at the December meeting.</p>
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	<p>Chairman is preparing a report identifying progress being made by the committee for information and review.</p>	
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	<p>of at least 10% of total number of employees shall occur in the next 8 months. More information to come relevant to next steps.</p> <p>An audit report has been requested by the University's Internal Audit Services as well.</p>	
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<p><b>F. Reports from</b></p>		
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<p>Radiation Safety Committee</p>	<p>radiolabelled labs by CNSC if CNSC is satisfied with our response in Trial Desk top Assessment and if we comply with all their requirements.</p>	
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	<p>Revision of Radiation Safety Policy and Procedures manual is in progress.</p>	
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	<p>Radiolabelled Internal Permit has been renewed for Radiolabelled labs.</p>	
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	<p>This year Physics third year students will take Radiation</p>	
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Announcements

Subject: Concern or Problem/Incidents

Recommendation or Action

Status

To be Taken by whom and when

Mike Thul and Martin Grainger were asked to advise Sangita if they have new staff so that Radiation Safety training may be provided as it is a requirement of CNSC licence,

Neutron Survey meter was sent for calibration.

Lab Safety Committee

Lab Safety Committee

Two important documents (SOP on Allergens and Risk Assessment Schedule) are developed for Animal Care Committee and SOP on PPE (personal protection) Animal Care Committee. The SOP for the Animal Care documents will be presented to University Animal Care Committee next week.

The occupational Health and Safety section of Pre Assessment Form has been completed as CCAC

if Canadian Council for Animal Care is within the university animal care and lab facility.

Number of water leakage issues have been reported from

immediately report to maintenance to security by the clean.

Schedule for the Annual Inspection of Emergency Shower and

plant staff.

biohazard and pathogens an immunization policy has been drafted by Sangita and forwarded to Ethelinda for review and further process.

For emergencies there knowledge of all employees inventory shared drive is in existence and it is shared with

Safety office, security and appropriate laboratory personnel. It also contains the manager/supervisor/principal investigator or designate's

emergency home numbers and copy of lab door placards posted at the entrance of the lab door. Sangita is still waiting to receive chemical inventory and emergency contact numbers from some researchers. When the spill

incident in 20076 happened emergency numbers were already posted on the shared drive.

G. Safety Incident Report Summary:

Over the summer there were an additional six incident reports totaling 92 for the period January 1, to August 31, which included one serious incident (slip and fall). Ethelinda continue to review the incidents and provide recommendations through follow up.

Martin Grainger to supply Deanna Pollock and Ethelinda Padua with report on serious (slip and fall) incident.

H. Fire Safety Report

There were a number of false alarms

Marty Grainger and Ethelinda Padua

A Fire Warden's meeting is to take place at the Richardson building once Fire Wardens are designated.

**Security Reports**

There has been a 94% increase in reported incidents from

due to improper locks (127% increase in unsecured bicycles). This issue has been raised at the Senior Executive Group.

There was a 50% decrease in assaults and a 13% decrease in certain incidents reported to security.

There was an increase in alarm response (false report of intrusion) because of trouble with the alarms systems.

**J. Health & Safety Programs**

is now on the Safety Office Website.

system – on line training. More is planned. Safety and Health training will take place for new employees on September 12<sup>th</sup>. More are planned.

ROCC Lab staff and research students received Lab Safety

Attendance has been very good.

Ethelinda is currently developing supervisor/manager training and when ready, it will be announced through

**Contractor Safety Program**

Currently obtaining feedback from the Facilities Management/Project Manager group. Will implement when finalized. Will bring it back to the Committee for information.

**Health Committee Situation**

University concerning a variance request to enable the University to have one single committee rather than adding more committees due to the requirement for having multiple committees for companies who have multiple sites. They acknowledged having received the variance request

as per deadline given and will consider further. Ethelinda indicated that they appear supportive of the University's

**K. Inspection Reports**

An update on this issue is to come

a number of issues were identified including: Gaps in chemical inventory, alphabetical chemical storage, WHMIS labeling, incompatible storage and storage of flammables in a regular household refrigerator. These issues need to be addressed and meetings with Department Chairs may be

Agenda Item	Subject/Concern or Priority Discussion	Recommendation or Action	Status
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**Reports:** It was noted that out of fifty-nine recommendations action are being tracked on a previously given, thirty-eight have been closed. **spreadsheet. The risk management**

Only 21 recommendations remain including the sprinkler **couple of months**

in the **room and**

Fourteen new issues were identified, mostly minor.

<b>iii. Other Business:</b>	No Other Business was put forward		
<b>N. Next Meeting:</b>	December 5, 2013 (Changed from December 12, 2013)	Eihelinda Padua to schedule and announce	
<b>O. Adjournment:</b>	Meeting was adjourned at 2:15 p.m.		

**CO-Chair/Secretary Signatures** Please indicate by (X) in the brackets below who checked into meeting

**DATI**

\_\_\_\_\_ (X) Print name of Employer Co-Chair

\_\_\_\_\_ Signature

\_\_\_\_\_ ( ) Print Name of Worker Co-Chair

\_\_\_\_\_ Signature