RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

Workplace Safety & Health Committee
Committee N
March 6, 2019
12:00 to 1:00
Winnipeg Boardroom

MINUTES

Committee Members:

Management Members: **Alternates:**

☒ **Co-Chair** Nigel Louis, Quality Assurance Manager
☒ Neil Lavoie, Chair

Employee Members: **Alternates:**

☒ **Co-Chair** Nicole Elias, Admin Assistant
☒ Shawn Eaton, Instructor
☒ Joe Leduc, Instructor
☒ Butch McDermid, Maintenance Assistant
☒ Jonathan Epp, Instructor
☒ Rajandeep Singh Dahyia

Guests (Guest attendance approved by Co-Chairs):

☒ David Malo, Health and Safety Officer — Subject Matter Expert
☒ Bonnie Slaunwhite, Admin Assistant — Administrative Support

1. CALL TO ORDER: 12:05

2. WELCOME AND INTRODUCTIONS — Nigel Louis

3. REVIEW AND ACCEPTANCE OF AGENDA

☐ Accepted
☒ Amended – if amended, list items below
- Noise assessments in shops and hangar

4. APPROVAL OF MINUTES FROM LAST MEETING — March 6, 2019

☒ Accepted

☐ Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES — March 6, 2019

a. Cord Clutter in Classrooms (March 9, 2018)

Update:	Completed		
Further Action Required:	☐ Yes ☒ No (item is closed and no further action required)		
Action:			
Person Responsible:		***Target Deadline:***	

b. Operating Manuals for Test Stands and Aircraft (December 15, 2017)

Update:	Turbine manuals are completed. The piston test stands still need to be developed. This will be done in consultation with Mike Sharpe.		
Further Action Required:	☐ Yes ☐ No (item is closed and no further action required)		
Action:	• Nigel will work with Gary and Mike to develop these manuals.		
Person Responsible:	Nigel	***Target Deadline:***	September 2019

c. Cleaning Solution in Parts Cleaners (May 8, 2018)

Update:	• This will take place during the summer as it will require installation of a range hood, etc. They will be going back to solvent-based cleaners and the units will be moved in the summer.		
Further Action Required:	☒ Yes ☐ No (item is closed and no further action required)		
Action:	Facilities will be relocating the parts cleaners during the summer shutdown		
Person Responsible:	Maurice Doucette, Facilities	***Target Deadline:***	August 2019

d. Welding Shop Air Quality (May 8, 2018)

Update:	This hasn't been scheduled as of yet. Jen is making a schedule for the summer to allow this.		
Further Action Required:	☐ Yes ☐ No (item is closed and no further action required)		
Action:	David will schedule this when there is a heavy welding day. Neil has spoken with Jennifer and this isn't a priority to have this tested as there is no welding taking place. This is for future needs. This may not need a testing as the welding shop is utilized very little in a year.		
Person Responsible:	Neil and David	***Target Deadline:***	August 2019

e. Fall Protection Training (January 16, 2019)

Update:	• Still in progress		
Further Action Required:	☒ Yes ☐ No (item is closed and no further action required)		
Action:	This training will be included in the training calendar that Safety and Health Services is creating. It will be determined who will require this training at that point.		
Person Responsible:	David Malo	***Target Deadline:***	August 2019

f. Respirators (January 16, 2019)

Update:	• Testing was done by Jennifer a couple of years ago. Staff are using are using brushes for application, not spraying. It was decided respirators will not be necessary unless requested by staff.		
Further Action Required:	☐ Yes ☒ No (item is closed and no further action required)		
Action:			
Person Responsible:		***Target Deadline:***	

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

a. Review of Improvement Orders

Discussion:	• none		
Action:			
Person Responsible:		***Target Deadline:***	

b. Review of Workplace Inspection Reports

Discussion:	• An inspection template is being drafted by Safety and Health Services. The Committee should be inspecting the workplace a few weeks prior to the Committee meetings.		
Action:	This will be ready in the fall and committee training will be provided at that time.		
Person Responsible:	David Malo	***Target Deadline:***	September 2019

c. Workplace Injury Reports

Discussion:	• There is a gap in the system as neither the Committee, nor Neil are receiving the reports. • Neil asked if mental health injuries are to be reported in the same way. David advised at the moment, this is not to be included in this reporting process. There is no process in the College to track these types of incidents. • This is a complex issue that will involve many departments.		
Action:	David will have a discussion with Jodi regarding developing a plan and process to deal with mental health issues.		
Person Responsible:	David Malo	***Target Deadline:***	Fall 2019

d. Review of Right to Refuse Investigations

Discussion:	• none		
Action:			
Person Responsible:		***Target Deadline:***	

e. Review of Safe Work Procedures

Discussion:	• All are up-to-date		
Action:			
Person Responsible:		***Target Deadline:***	

f. Review of Training and Education

Discussion:	• See item 5F		
Action:			
Person Responsible:		***Target Deadline:***	

g. Musculoskeletal and Ergonomics Update

Update:	• Susan is available if anyone wishes an assessment		
Action:			
Person Responsible:		***Target Deadline:***	

h. Emergency Preparedness Update

Discussion:	• None		
Action:			
Person Responsible:		***Target Deadline:***	

7. NEW BUSINESS

a.

Origin Name:	Codes of Practice Comments	***Date of Origin:***	June 2019
Issue:	• Discussion took place regarding the use of respirations with nitrogen as indicated in the draft Code of Practice. This is not an issue for Stevenson Campus staff as nitrogen is used in a well ventilated area (open spaces) for our work.		
Action:			
Assigned to:		***Target Date:***	

b.

Origin Name:	Set dates for 2019/2020 meetings	***Date of Origin:***	
Issue:			
Action:	Meetings will be set for late-September, December, March and June		
Assigned to:	Bonnie	***Target Date:***	June 2019

c.

Origin Name:	Noise assessments	***Date of Origin:***	May 2019
Issue:	Safety and health services has been conducting noise assessments at the Stevenson Campus, Winnipeg over the last number of weeks.		
Action:	Safety and Health Services will provide data and reports to the Committee in the Fall		
Assigned to:	David Malo	***Target Date:***	September 2019

8. REQUEST FOR REPSONSE 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.**

Date Sent to Employer:	**Items requiring response from Employer: None**

9. MEETING ADJOURNED: 12:50

10. NEXT MEETING:

<u>These Minutes require Management and Employee Co-Chair Signature:</u>
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:

Nigel Louis Date

Employee Co-Chair Signature:

Nicole Elias June 21/19
Nicole Elias 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.