

**Workplace Safety & Health Committee N
 Stevenson Combined Winnipeg and Southport
 May 8, 2018
 Winnipeg & Southport Boardrooms connected via Polycom
 12:00 – 1:00 pm**

MINUTES

Committee Members:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Nigel Loui, Quality Assurance Manager
(Management Co-Chair) | <input type="checkbox"/> Butch McDermid, Maintenance Assistant, Southport
<input checked="" type="checkbox"/> Jonathan Epp, Instructor, Winnipeg
<input checked="" type="checkbox"/> Joe Leduc, Instructor, Winnipeg | <input checked="" type="checkbox"/> Neil Lavoie, Chair
<input checked="" type="checkbox"/> Rajandeep Singh Dahyia, Student, Winnipeg
<input checked="" type="checkbox"/> Shawn Eaton, Instructor, Southport |
| <input checked="" type="checkbox"/> Nicole Elias, Admin Assistant, Southport
(Employee Co-Chair) | | |

Guests:

Name	Title & Department or Organization	Reason for Attendance
Bonnie Slaunwhite	Admin Assistant	Minute Taker
Kerilyn Zielinski	Safety and Training Coordinator Safety and Health Services	Subject Matter Expert

Call to Order: 12:03

STANDING ITEMS	DISCUSSION	ACTION ITEMS
1. Review and Acceptance of Agenda (All)	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • No items 	
2. Approval of Previous Minutes Winnipeg – March 9, 2018 Southport - March 19, 2018 (All)	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below <ul style="list-style-type: none"> • Open items from both the Southport and the Winnipeg previous minutes have been carried forward to this agenda to ensure they get addressed going forward. 	
3. Review Action Items from Previous Minutes (All)	<ul style="list-style-type: none"> • June 1, 2017 (Winnipeg) - Motion to have a non-obstructive, visible, breakable seal to ensure first aid kits are easily identifiable when they may need replenishment. <p>UPDATE: In progress</p> <p>Further Action Required?</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)	<p>Action: Install a non-obstructive, visible, breakable seal to ensure first aid kits are easily identifiable when they may need replenishment. Final inspection once complete.</p> <p>Person Responsible: Butch, Dan Hemond, and Nigel</p> <p>Target Deadline: June 2018</p>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
	<ul style="list-style-type: none"> March 9, 2018 (Winnipeg) - Cord clutter in classrooms <p>UPDATE: recent item from the last Winnipeg meeting, note no action decided at this time.</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: cord protectors have been ordered and installed in the hangar all classrooms and shops will be complete by the end of June some equipment will require longer cords to accommodate this Jonathan will investigate the status of each room and what will be required and provide Nigel with a list</p> <p>Person Responsible: Jonathan, Nigel</p> <p>Target Deadline: June 2018</p>
	<ul style="list-style-type: none"> Dec 5, 2017 (Winnipeg) – Eye Wash stations must have weekly visual inspections/signatures Wpg Dec 5, 2017 (Winnipeg) – a sign needs to be added to the NDT room for the MPI fan switch Wpg Dec 5, 2017 (Winnipeg) – The floor in the compressor room needs the brooms/mops on the wall <p>UPDATE: in progress</p> <p>Further Action Required? <input checked="" type="checkbox"/> Yes (see ACTION ITEMS) <input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Weekly inspection sheet will be amended for eye wash station. A sign will be put up for the MPI fan switch and the racks have been purchased and will be installed.</p> <p>Person Responsible: Butch, Nigel</p> <p>Target Deadline: June 2018</p>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
	<ul style="list-style-type: none"> • Dec 15, 2017 (Southport) - Operating Manuals for Test Stands <p>UPDATE: In progress</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: Shawn and Gary deemed the operating manuals they have for the turbines is suitable and safe. These two staff use the equipment and deem the manuals and the equipment is suitable.</p> <p>They cannot make a determination on the piston stands as they are not subject experts in this regard. Nigel will follow up with Michael Sharpe (Instructor) and Gary for the Southport and investigate the Winnipeg facility as well. Winnipeg test stands/aircraft will be assessed as well. Nigel will follow up with the Committee via email.</p> <p>Person Responsible: Nigel</p> <p>Target Deadline: June 2018 (concerns brought forward to September meeting, if necessary)</p>
	<ul style="list-style-type: none"> • Dec 15, 2017 (Southport) - Operating Procedures for Aircraft <p>UPDATE: In progress</p> <p>Further Action Required?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (item is closed and no further action required)</p>	<p>Action: see above as these are related items</p> <p>Person Responsible: Nigel</p> <p>Target Deadline: June 2018 (concerns brought forward to September meeting, if necessary)</p>

STANDING ITEMS	DISCUSSION	ACTION ITEMS
4. Improvement Order Update (Nigel, Kerilyn)	<ul style="list-style-type: none"> • Introduction of members • Orientation on rules of procedure <ul style="list-style-type: none"> ○ Kerilyn provided an overview of the new structure across the College and the rationale behind it. ○ Kerilyn advised there are two outstanding improvement orders from the Province for safety and health violations. These will remain standing for future agenda items until closed. • Selection of employee co-chair <ul style="list-style-type: none"> ○ Employee members are encouraged to consider taking on this role ○ Rules of procedure will be sent to the Committee for their information when making this decision ○ The co-chair will facilitate the meeting on a rotational basis with the management co-chair ○ The co-chair is provided with an hour of paid time to prepare for facilitation of the meeting ○ Nicole will volunteer to be the employee co-chair 	Action: employee co-chair volunteered Nigel will email rules Person Responsible: All Target Deadline: May 2018
5. Review of Workplace Inspection Reports (All)	<ul style="list-style-type: none"> • Butch and Nigel did an inspection of the Southport facility Friday, May 4, 2018. There was nothing urgent of note, all minor items were rectified immediately. 	Action: An inspection of the Winnipeg facility will be done Person Responsible: Nigel and Joe Target Deadline: May 12, 2018
6. Workplace Injury Reports (All)	<ul style="list-style-type: none"> • Health and Safety will be providing the information to the Committee on an ongoing basis on workplace injury reports • As the system and process is built, the information will be streamlined and provided to the Committee on a regular basis • The Committee discussed the reporting process <ul style="list-style-type: none"> ○ Difficulty finding the form on the website (20 minutes when there was an incident here) ○ Neil suggested developing an app for reporting ○ Kerilyn advised they had discussed the option of going back to paper 	Action: investigate the feasibility of developing a smartphone app for reporting injury for staff and students Person Responsible: Kerilyn Target Deadline: September 2018

STANDING ITEMS	DISCUSSION	ACTION ITEMS
7. Review Right to Refuse Investigation (All)	<ul style="list-style-type: none"> • No current right to refuse complaints to investigate at the present time • Students and employee (non-management) are considered workers and have the right to refuse <ul style="list-style-type: none"> ○ The process for students is for them to bring their concerns to their instructor ○ The instructor will advise management (verbally and in writing) of a student concern and will work with all parties to address the individual case concern ○ the process for instructor is for them to bring their concerns to management ○ concern regarding the gray area between safety and academics ○ this issue will be clarified more fully in the Committee training 	<p>Action: Committee members will receive training</p> <p>Person Responsible: Kerilyn</p> <p>Target Deadline: September 2018</p>
8. Review of Safe Work Procedures (SWP) (All)	<ul style="list-style-type: none"> • Sept 10, 2015 (Southport) - Controlled Product SWP to be reviewed/revise for applicability for Paint Spray Booth, NDT Vent Room • Sept 21, 2017 (Southport) - Review of Aircraft SWP for accurate manual references 	<p>Action: Kerilyn will follow up with Jodi on this item; Nigel will review the manuals (no specific references)</p> <p>Person Responsible: Safety and Health Services (SHS), Nigel</p> <p>Target Deadline: June 2018</p>
9. Review of Training and Education (All)	<ul style="list-style-type: none"> • March 24, 2017 (Southport) - Fireguard Training requested • First Aid Training – third week of June at NDC is available; Dan is working on getting training at Stevenson Campus for the majority of our staff • Transportation of Dangerous Goods (TDG) – online through Safety Services Manitoba <ul style="list-style-type: none"> ○ Neil provided an update on the ongoing discussions that took place regarding this ○ Billing was an issue that has been resolved today • Kerilyn advised there is committee training that will be available to members <ul style="list-style-type: none"> ○ The training will be done in one-hour modules, basics, inspection, and right to refuse 	<p>Action:</p> <ul style="list-style-type: none"> • Setup Fireguard training for June 27, 2018 at Stevenson, Winnipeg • Setup First Aid Training for the end of June • Neil will follow up with those individuals who have been identified as needing TDG training to provide them with details on how to do so <p>Person Responsible: Kerilyn, Dan Hemond, Neil</p> <p>Target Deadline: June 2018</p>

NEW BUSINESS					
1. Compressor rooms					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Joe Leduc (from Instructor meeting)	May 8, 2018	The housekeeping of the compressor room needs to be revisited as the new equipment for brooms and mops, etc. is interfering with the efficiency and safety of this room	To be investigated	Nigel, Butch	June 2018

NEW BUSINESS					
2. Adjustable Stools					
Origin Name	Date	Issue	Action	Assigned To	Target Deadline
Joe Leduc (from Instructor meeting)	May 8, 2018	The issue of the adjustable stools in the hangar and shops being adjusted unsafely was brought forward.	Neil advised he will ask Butch to apply Blue lock tite on all adjustable stools at the Winnipeg facility	Neil, Butch	September 2018


Meeting Adjourned: 1:02

NEXT MEETING: September 7, 2018 @ 12:00 noon


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 - j.pluchinski@RRC.CA.

Management Co-Chair Signature



Nigel Louis, Quality Assurance Manager



Date

Employee Co-Chair Signature



Nicole Elias, Admin Assistant, Southport



Date

COPY OF MINUTES SENT TO THE FOLLOWING WITHIN 7 BUSINESS DAYS OF MEETING:

- WSH Committee Members
- Safety & Health Services – jpluchinski@RRC.CA
- WSH Branch – cominutes@gov.mb.ca
- Posted on designated WSH Committee bulletin board