

**Workplace Safety & Health Committee
Centre for Learning and Program Excellence
June 25, 2019
1:30pm – 2:37pm
Notre Dame Campus – FM28**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Lauren Waples, Recognition of Prior Learning Facilitator

Alternates:

Employee Members:

- Co-Chair** Claudius Soodeen, Instructional Designer, TLTC
- Cass Dzama, Educational Technologist, TLTC
- Murray Toews, Facility Support Technician, eTV
- Lori Abbott, Admin, CLPE

Alternates:

Guests (Guest attendance approved by Co-Chairs): Marlene Belo, Health & Safety Technician, Safety & Health Services

1. CALL TO ORDER: 1:30pm

2. WELCOME AND INTRODUCTIONS Claudius Soodeen, Co-Chair

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
 - <list item and person responsible>
 - <list item and person responsible>

4. APPROVAL OF MINUTES FROM LAST MEETING May 1 2019

- Accepted
- Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES January 17 2019

a. Ergonomics & Musculoskeletal

Update:	Completed
Further Action	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)

Required:			
Action:			
Person Responsible:		Target Deadline:	

b. Working in isolation

Update:	Policy E12 Working Alone or in Isolation was shared through email.		
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:	

c. Request for window on back entrance

Update:	<ul style="list-style-type: none"> Signs are in place. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Monitor for 6 months and reassess if required.		
Person Responsible:	CLPE WSHC	Target Deadline:	January 2020

d. Room temperature/air quality/cleaning

Update:	<ul style="list-style-type: none"> Facilities came through, checked temperature through-out CLPE and was well within temperature guidelines 		
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:	

e. Review and discuss Decision Tree workflow process

Update:	Adopted		
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:	

6. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)
a. Review of Improvement Orders

Discussion:	<ul style="list-style-type: none"> None 		
Action:			
Person Responsible:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	<ul style="list-style-type: none"> Checklists being developed 		
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Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports

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

d. Review of Right to Refuse Investigations

Discussion:	• Upcoming training		
Action:			
Person Responsible:		Target Deadline:	No projected dates

e. Review of Safe Work Procedures

Discussion:	• Murray is creating a binder for eTV		
Action:	CLPE to receive SWP template		
Person Responsible:	Marleen	Target Deadline:	ASAP

f. Review of Training and Education

Discussion:	• Upcoming training; projected for Fall 2019; first inspection in Jan. 2020		
Action:			
Person Responsible:	David Malo (SHS)	Target Deadline:	

g. Musculoskeletal and Ergonomics Update

Update:	• RRC S&H have assessed 126 individuals in past 12 months		
Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	• Get out-Hide-Fight Active Shooter procedure completed/online		
Action:			
Person Responsible:		Target Deadline:	

7. NEW BUSINESS

a. Safety and Health Services Microsite

Origin Name:	Marleen	Date of Origin:	June 25 2019
Issue:	<ul style="list-style-type: none"> • Committees S&H meeting notes online • Concern re: protection of privacy and confidentiality of information contained in minutes available publically 		
Action:	Marleen to talk with Jodi		

Assigned to:	Marleen	Target Date:	October 2020
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b. New CLPE WSHC members

Origin Name:	Lauren	Date of Origin:	June 25 2019
Issue:	<ul style="list-style-type: none"> • A second CLPE member has resigned from the WSHC • Seek representation from all CLPE areas 		
Action:	Email SLD to invite participation		
Assigned to:	Lauren	Target Date:	October 2020

8. REQUEST FOR RESPONSE FROM EMPLOYER (i.e. 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
<insert date>	<insert item numbers that require response from employer>

9. MEETING ADJOURNED: 2:37 pm

10. NEXT MEETING: October 2019

These Minutes require Management and Employee Co-Chair Signature:

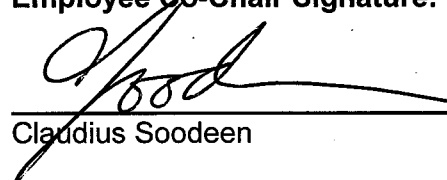
Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and forward to the Director, Safety & Health Services, Jodi Pluchinski – jpluchinski@rrc.ca

Management Co-Chair Signature:

Employee Co-Chair Signature:



Lauren Waples June 28, 2019



Claudius Soodeen June 28, 2019

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.