

Workplace Safety & Health Committee
Stevenson Campus
December 17, 2019
12:00 to 1:00
Winnipeg Boardroom (Southport Teleconference)

MINUTES

Committee Members:

Management Members:

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

Alternates:

Employee Members:

- Co-Chair** Nicole Elias, Admin Assistant
- Shawn Eaton, Instructor
- Joe Leduc, Instructor
- Butch McDermid, Maintenance Assistant
- Jonathan Epp, Instructor
- Tanner Morin, Student Rep
- Grayson Bean, Student Rep

Alternates:

Guests (Guest attendance approved by Co-Chairs):

- Marleen Belo, Safety and Health Technician
- Jayson Santos, Safety and Health Officer
- Nicki Albus, Emergency Preparedness Coordinator
- Jessica Spindler, Resource and Resolution Officer
- Gary Van der Zweep, Academic Coordinator (Southport)
- Bonnie Slaunwhite, Admin Assistant

1. CALL TO ORDER: 12:03

2. WELCOME AND INTRODUCTIONS Nigel Louis

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below
 - Going forward, the New Business section will be placed ahead of the Safety and Health Services Update section as there has been issues with limited time being left for new business after the update. Safety and Health Services will be providing a quarterly update (before each Committee meeting) electronically for review by the Committee going forward.

4. APPROVAL OF MINUTES FROM LAST MEETING — September 10, 2019

- Accepted
- Amended – if amended, list items below

5. Resource and Resolution Advisor

Jennifer Spindler with Legal Services came to introduce herself to the committee. This position was designed to be a one-stop resource for anyone in the College community (staff or students) who have concerns related to harassment, discrimination, or sexual violence. Jennifer will, where necessary, undertake workplace investigation, seeking information, provide guidance and support, etc.

More information and outreach regarding this new resource will be broadcast after the winter break.

6. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES — September 10, 2019

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

Update:	Gary supplied the information to Nigel earlier this week.		
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:	

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

Update:	Neil spoke with Jennifer in Safety and Health Services. This item has been postponed to the Spring.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jennifer 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.		
Person Responsible:	Neil	Target Deadline:	March 2020

c. Noise Assessments (June 16, 2019)

Update:	<ul style="list-style-type: none"> Marleen completed noise assessments before the summer break. The reports are almost complete. Marleen will review with Neil and bring forward the information to the next Committee Meeting. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Marleen will review the reports with Neil, finalize them, and bring forward the information to the next Committee Meeting.		
Person Responsible:	Safety and Health Services	Target Deadline:	March 2020

d. New student reps (September 10, 2019)

Update:	<ul style="list-style-type: none"> Grayson Bean and Tanner Morin are the new student representatives. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	There was discussion regarding if the student representatives are considered voting members. Jayson will discuss with Jodi and bring a decision back to the Committee at the next meeting.		
Person Responsible:	Jayson Santos	Target Deadline:	March 2020

e. Codes of Practice (June 2019)

Update:	<ul style="list-style-type: none"> The Codes of Practice have been finalized and available on the RRC Safety and Health Services microsite. 		
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:	

f. Medication Distribution

Update:	<ul style="list-style-type: none"> At the last meeting, staff inquired if the Health Centre would be able to make arrangements to provide our students and staff with a similar service of distributing medication (advil, cold medication, etc.) at Stevenson Campus. Due to regulations, only certified nurses are able to distribute medication so this will not be possible at Stevenson Campus locations. 		
Further Action Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
Action:	The reports will be reviewed with the Committee at the next meeting.		
Person Responsible:	Safety and Health Services	Target Deadline:	January 2020

g. Immunizations

Update:	<ul style="list-style-type: none"> At the previous meeting, Neil inquired what services the College provides for immunizations to staff who are travelling overseas for work 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	This inquiry will be taken back to Jodi for discussion and clarification.		
Person Responsible:	Jayson Santos	Target Deadline:	March 2020

h. Flu Clinic

Update:	<ul style="list-style-type: none"> A flu clinic was held at the Winnipeg location 		
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:	

i. Emergency Lighting

Update:	<ul style="list-style-type: none"> Neil and Nicki had a discussion last week regarding the protocol for dismissal of staff and students during a power outage. The emergency lighting lasts for one hour. During daytime hours, there are not a lot of dark spots in the building as there are windows in the shops, hangar, and most classrooms. 		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Neil and Nicki will develop a formalized process for dismissal of staff and students during power outages.		
Person Responsible:	Neil and Nicki	Target Deadline:	January 2020

7. NEW BUSINESS
a.

Origin Name:	First Aid Kits	Date of Origin:	December 17, 2019
Issue:	<ul style="list-style-type: none"> A new first aid kit program was launched on October 4 that meets the new WSH requirements. Documents were provided to the Committee. It was noted the company that used to maintain the kits was sporadic and replenishment was not always consistent. Going forward, each department will assign one person to do a monthly inspection of the kits and replenish as necessary. As the legislation has changed, departments may now require different kits and/or contents. In some circumstances, departments may have to purchase new kits or add to kits. Neil inquired who would be covering the additional costs. Marleen noted department are responsible to cover the cost of the kits. Neil inquired regarding the number of kits required, placement of the kits, and signage. 		
Action:	<ul style="list-style-type: none"> Jayson will provide Neil with the legislation changes and requirements. Neil will then develop a plan for Stevenson Campus. Neil will work with finance regarding budget implications. 		
Assigned to:	Jayson & Neil	Target Date:	March 2020

b.

Origin Name:	Splinter kits added to first aid kits	Date of Origin:	September 25, 2020
Issue:	<ul style="list-style-type: none"> Staff requested splinter kits be available in the first aid kits. The new kits include these. 		
Action:	Splinter kits will be included in the First Aid Kits. The person responsible will be determined once Neil has finalized the plan for Stevenson Campus regarding First Aid Kit replenishments.		
Assigned to:	Neil Lavoie	Target Date:	March 2020

c.

Origin Name:	Emergency Preparedness	Date of Origin:	October 2019
Issue:	<ul style="list-style-type: none"> • Concerns regarding the RRC-wide school closure due to the snowstorm in October were discussed in detail. The Chair suggested that the current college executive decision-making and communication processes regarding college-wide campus closures (due to weather, etc.) should be reviewed. • The campus Chair noted that he feels there needs to be a college process change created to include a more advanced communication and planning process involving early discussion with local campus managers due to individual challenges associated with each regional campus location. The Chair placed emphasis that he personally feels these local discussions should occur before any blanketed college-wide campus closure decisions are released college-wide. He noted the current process can leave the localized campus manager in a conflictive “<i>no-win</i>” situation whereby decisions have been established and released by the college — which can have a conflictive result locally where the communicated instructions “<i>may not fit in</i>” with the immediate local campus situation with regard to safety and health of the localized campus population. • Our discussions revealed that blanketed college-wide campus closure decisions, unfortunately, could easily overlook the unique situations of more remote campus locations — which can have their own geographic and local challenges. It was stated that not all campuses operate the same and when speaking about weather closures, there are circumstances at regional campus locations that should be appreciated and assessed daily on a case-by-case basis. • As an action item, The Chair (Neil) requested that there should be a discussion on the “<i>college-wide campus closure</i>” process by the college’s Safety and Health department and the College executive team now that these concerns have been documented at the local Workplace Safety and Health Committee level. The Chair hopes that a discussion beyond our local committee will help address the concerns mentioned so improvements may be developed to better the current process. • Nicki noted she will be working with management to discuss lessons learned and ensure senior executive are aware of the issues as well as provide solutions on how things can be handled differently going forward. • Nicki noted, ideally, to convene an incident management team before inclement weather. This team would discuss alerts for the next day, the method of communication, potential road closures, emergency supplies, etc., and work with managers on-site of those affected campuses. • Neil noted based on lessons learned from the snowstorm, some changes have already been implemented at the Southport campus. During the staff meeting, staff discussed what went well, what didn’t, and resulting changes that will or have been implemented since (recorded in the staff meeting minutes). • Neil noted, due to a power outage last week at the Winnipeg 		

	Campus required early dismissal of students and staff. Due to some of the lessons learned from the snowstorm college-wide shutdown, our campus team was better organized and prepared to implement an early closure process during this recent incident.		
Action:	Nicki and Neil will discuss the challenges that arose and solutions to bring forward to senior management.		
	The Chair (Neil) requested that there should be a discussion on the “college-wide campus closure” process by the college’s Safety and Health department and the College executive team now that these concerns have been documented at the local Workplace Safety and Health Committee level.		
Assigned to:	Nicki Albus	Target Date:	January 2020

d.

Origin Name:	No Smoking Policy	Date of Origin:	October 2019
Issue:	<ul style="list-style-type: none"> • Effective January 1, 2020, all RRC campuses will be smoke-free. • A question arose regarding who is responsible for policing this policy. Nicki noted each person is responsible for ensuring they adhere to College policies. Should issues arise, they will be brought forward to managers and then to security. 		
Action:	Bonnie to place a work order to have signage for designated smoking area removed and smoking bins removed.		
Assigned to:	Bonnie	Target Date:	January 2020

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

- Safety and Health Services have changed the way the communicate with Committees across the College. Their agenda items will now be last (after new business) and a quarterly report will be provided to Committees prior to their meetings.
- Additional notes resulting from the update discussion are as follows:
 - The Province WSH inspected a number of areas at the College on November 22. It was noted that not all students and staff are consistently wearing appropriate PPE (ear protection particularly).
 - Committee training dates will be available in January. This training is mandatory for all committee members. Nigel will work with Marleen to schedule a group date for training if possible and ensure any that cannot participate in a group date will sign up for a training date.
 - SHS provided statistics for injuries. It was noted that the current program used no longer suits the College’s needs and the data is inaccurate. Management would like statistics pertaining to Stevenson Campus only. SHS are working on a new program and system. More information will be provided as it becomes available.
 - Stevenson Campus inspections were put on hold until SHS provided the new template for inspections. The general template is ready. Departments will be able to add site-specific information to the template. Inspections will be scheduled one to two weeks prior to each Committee meeting.
 - Neil inquired how often Security personnel visit the Winnipeg location (walk the halls, check doors, or watch cameras only). Nicki will follow up with Angel King regarding this and report back to Neil.

9. 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.

Date Sent to Employer:	Items requiring response from Employer: None
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10. MEETING ADJOURNED: 1:09

11. NEXT MEETING: March 24, 2020


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:

 2019/12/20
Nigel Louis Date

 2019/12/20
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.