

**Workplace Safety & Health Committee  
Building C  
December 12, 2019  
10:00 a.m.-11:00 a.m.  
FM31 Notre Dame Campus**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** Angel King, Supervisor, Security Services
- Danielle Puddicombe, Research Coordinator

**Employee Members:**

- Co-Chair** Andrew Moyer, Security Officer
- Dorothy Ford obo Kris Joyal, Information Security Analyst
- Katalin Martin, Administrative Assistant, Finance
- Nicki Albus, Coordinator, Emergency, Preparedness

**Guests (Guest attendance approved by Co-Chairs):**

Jennifer Brydon, A/Manager, Safety and Health Services

Provide SHS Updates

Susan Thorvaldson, Coordinator, MSKE

Michelle Tabaka, Administrative Assistant, Safety & Health Services

Recorder

**1. CALL TO ORDER: 10:05 a.m.**

**2. WELCOME AND INTRODUCTIONS Andrew Moyer**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

New Item – PA System

**4. APPROVAL OF MINUTES FROM LAST MEETING: September 25, 2019**

- Accepted
- Amended – if amended, list items below

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES: September 25, 2019**

**Smoke Free Campus**

- Andrew inquired if old signage is being removed
  - Facilities is in process of removing

**Parking Lot Safety**

- Katalin enquired when grounds-keeping is supposed to start sanding as many staff start early
- Angel will speak with Patricia in facilities to see if they have a start time

**6. NEW BUSINESS**

Emergency PA System

- The system in some building is not active at this time.
- A work order is in progress to fix the humming heard from speakers.
- Staff should use other methods of emergency notifications (App) until problem is addressed.

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

See attached.

**8. 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:
N/A	

If the committee has issues that cannot be resolved, an email is sent from the Co-Chairs to Arnold Bolt outlining the issues. The Safety Leadership Teams has 30 days to respond with recommendations for resolution.

**9. MEETING ADJOURNED:**

**10:50 p.m.**

**10. NEXT MEETING:**

**March 5, 2020 at 10:00 a.m. Rm A111**

**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](mailto:jpluchinski@rrc.ca)

**Management Co-Chair Signature:**

**Employee Co-Chair Signature:**

Original signed by: \_\_\_\_\_  
Angel King Date

Original signed by: \_\_\_\_\_  
Andrew Moyer 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](mailto: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.



## Safety and Health Services Update December 2019

### Safety

#### PHAC

- The outstanding Public Health Agency of Canada (PHAC) deficiencies have been complied with and the inspection is now closed.

#### Workplace Safety and Health (WSH)

- WSH attended NDC Campus on November 22<sup>nd</sup> and inspected a number of areas including Welding, Carpentry, Teacher Education and a Chemistry lab.
  - The inspection was specific to occupational Hygiene (exposure to welding fume, exposure to chemicals, exposure to dust, etc).
  - A report was received from WSH on Nov 29<sup>th</sup> from the visit. No improvement orders were issued.
- WSH has reached out to SHS to obtain information on our fibrogenic dust hazards (Asbestos and Silica) at RRC. SHS needs to submit our findings by Dec 31, 2019.
  - SHS will be reaching out to departments that may work with Asbestos and/or silica to obtain more information for our reporting requirements to WSH.

#### First Aid kit

- A new first aid kit program was launched on Oct 4<sup>th</sup> that meets the new WSH requirements. See attached documents.

#### NAOSH

- SHS has decided to celebrate NAOSH on a monthly basis instead of during the first week of May when we don't have as many staff and students on campus.
- NAOSH events will occur at Winnipeg and regional campuses with the ability to participate online to win the prizes. The prize for the month of Nov/Dec is a car battery booster pack.
- Committees are encouraged to participate at the events. Please email [safety@rrc.ca](mailto:safety@rrc.ca) if you would like to participate in upcoming events.
- Watch staff and student news for upcoming events.

#### Committee Training – Basics, R2R and Inspection

- SHS has been offering training sessions to committees on committee basis, right to refuse and inspections training in the months of November and December.
- It is mandatory for committee members to attend each of the trainings.
- More training sessions will be offered in the new year if required.

#### Staff Updates

- Leanne Hearn and Jayson Santos have joined SHS as Safety & Health Officers. SHS is very excited to have two experienced officers join our team.
- See attached updated committee responsibilities.



## **Emergency Preparedness**

### **Get Out Hide Fight**

- Along with the website info provided last quarter, there are now brochures available and signs will be installed. If you would like a handful for staff, please connect with Nicki ([nalbus@rrc.ca](mailto:nalbus@rrc.ca)).
- Two presentations from the WPS are scheduled for Dec 6 (NDC) and Jan 15 (EDC).
- in-depth training for staff will be available in early 2020.

### **Fire Drills**

- Fire Drills are delayed until the ERT can be trained. Anticipate drill dates in early 2020. Weather and alternate shelter availability will be considered.

### **BCP**

- Ninety-eight percent of RRC departments have now completed Business Continuity Plans. The next phase will be to review and update them. Updates and information on the BP program will be provided to the Safety Committees going forward.

### **Fire Inspections**

- During Fire Prevention Week, 15 Fire Inspections were conducted through out the RRC. Some of the common findings included:
  - Stacking supplies in storage rooms so items blocked sprinkler systems.
  - Fire doors blocked or wedged open.
  - Need for more fire extinguishers; and
  - Isolated housekeeping concerns (such as combustibles on heat registers, decorations hanging from ceilings, and overloaded bulletin boards)

### **Notification System**

- RRC's enhanced campus notification system is almost ready to roll out. Watch for more information and system tests in the new year.

### **ERT Members**

- ERT members are still needed. Please canvas staff.

### **Stop the Bleed**

- As part of RRC's Active Shooter Procedure, SHS will be providing Stop the Bleed training and kits asap.

## **MSKE**

### **Slips and Falls**

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### **WCB Stats**

- Year to date:
  - 37 WCB claims and 10 time loss claims.



- Types of injuries:
  - Falls (5)
  - Bodily reaction (3)
  - Sprain//strain (11)
  - Other (5)
- Time loss claims account for \$204,000
- MSK injuries account for \$52,000

**Health Centre**

**Stats**

- These statistics are from September 3<sup>rd</sup> till the end of October this year

Case	Amount	Plan	Total approx. hours
Epilepsy	5	Emergency intervention	10
Anaphylaxis	4	Emergency intervention	10
Debrief sessions	4	Talking with persons involved	5
Average walk-ins	80 per week	Multiple	>24
Mental Health Issues	25 per week	Liaison with counsellors	>24

These statistics do not capture the emergency medical incidents, injuries, and immunizations that we provide on a daily basis.

**Immunizations**

- Immunization clinics have recently been held for Peguis, Selkirk and Portage locations with intent to schedule more in the next few weeks.

**Flu Clinics**

- Doubled last year's numbers with over 1000 vaccines given to staff and students
- Health Centre still has vaccines available if you wish to get your vaccine.
- Thanks to the Nursing program for helping with these clinics.