

**Workplace Safety & Health Committee**  
**Construction Trades, Teacher Education, Math & Science**  
**November December 5, 2019**  
**11:30 a.m. to 12:30 p.m.**  
**Room B 100E**

**MINUTES**

**Committee Members:**

**Employee Members:**

- Co-Chair** Brent Sharp, Instructor, Carpentry
- Co-Chair** Guy Poirier, Chair, Construction Trades
- Matthew Fontaine, Instructor, Gas Fitting
- Michael Doerksen, Instructor, Interior Systems Mechanic
- Jeff Young, Instructor, Sheet Metal
- Andrew Kozlowski, Instructor, Teacher Education
- Jack Kennedy, Instructor, Math and Science
- Richard LeSage, Instructor, Refrigeration / HVAC

Regrets:

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

Jason Santos, Workplace Health and Safety  
Christina Lambert, Minutes recorder

**1. CALL TO ORDER: 11:30 a.m.**

Brent Sharp called the meeting to order at 11:30 a.m. The meeting was conducted virtually on Teams. Introductions were made.

**2. REVIEW AND ACCEPTANCE OF AGENDA**

The agenda was accepted as presented.

**3. APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the December 5, 2019 were accepted as presented.

**4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES**

**a. Training for committee members**

***Update:***

- Jayson said he would double check to determine who still requires inspection training. Much of the training was put on hold due to the global pandemic. New training will be offered online, soon, he indicated. The target is to have all committee members complete offered training as soon

	as possible.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>	Committee members to access safety and health training.		
<b>Person Responsible:</b>	Committee members	<b>Target Deadline:</b>	January 30, 2021.

**b. Housekeeping policies**

<b>Update:</b>	Are the new housekeeping policies implemented recently being used? Have individual check lists been developed? All representatives said policies are in place.		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>			
<b>Person Responsible:</b>	Committee members	<b>Target Deadline:</b>	

**c. Safety Boards**

<b>Update:</b>	The final safety board templates are being installed. All have been installed in the Construction Trades, with the exception of the newly transferred Landscape Horticulturist program area. These will be installed asap. There are still a few to be installed in Mark Blackner's area but those are scheduled to be installed this month as well.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>	Complete installation of safety boards in those areas that have none		
<b>Person Responsible:</b>	Committee Members	<b>Target Deadline:</b>	November 30, 2020

**d. Inspections**

<b>Update:</b>	Guy indicated he would like those who are trained to do inspections, start to complete some shop inspections before the December break.		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>	Complete shop inspections		
<b>Person Responsible:</b>	Committee members	<b>Target Deadline:</b>	December 22, 2020

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

**a. Review of Improvement Orders**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>There are no new improvement orders for this committee's area of responsibility.</li> </ul>
<b>Action:</b>	

<b>Person Responsible:</b>		<b>Target Deadline:</b>	
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**b. Review of Workplace Inspection Reports**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>No inspections have taken place since last meeting. Inspections are slated to take place in all shop areas by end of December, 2020</li> </ul>		
<b>Action:</b>	To have committee members take inspection training and start to complete inspections.		
<b>Person Responsible:</b>	Jayson Santos	<b>Target Deadline:</b>	December 22, 2020

**c. Workplace Injury Reports none**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>There have been no serious workplace injury reports.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**d. Review of Right to Refuse Investigations**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>There was one right to refuse for the College that the province became involved with, report Jayson. The issue was resolved.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

**e. Review of Safe Work Procedures**

<b>Discussion:</b>	David Malo reported that the department has created a new template for all safe work procedures. The new template has been reduced to one or two pages, in most cases. The new procedures will be condensed so that pertinent information is readily available. The Workplace Safety and Health department is doing a trial run of the template currently. The template should be finalized in February and ready to implement college wide at that time.		
<b>Action:</b>			
<b>Person Responsible:</b>	RRC Workplace Safety and Health	<b>Target Deadline:</b>	February 28, 2020

**f. Review of Training and Education**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Training sessions are ongoing for committee basics and inspections. New sessions will be added in the new year. Other training sessions being developed including lockout and confined space.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>	RRC Workplaces Safety and Health	<b>Target Deadline:</b>	Ongoing

**g. Musculoskeletal and Ergonomics Update**

<b>Update:</b>	<ul style="list-style-type: none"> <li>Nothing to update.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>		<b>Target Deadline:</b>	

#### h. Emergency Preparedness Update

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>A campus alert system has been updated. This system sends out emergency alerts via campus public address, cisco phones on campus, and also via email and text message.</li> <li>Due to the global pandemic, a great deal of staff are working from home. Those who are occasionally working on site are reminded that RRC security is on site 24 hours a day.</li> <li>Jayson reported that the safety and health department has been extremely busy implementing protocols for staff and students in order to prevent / stop the spread of COVID 19. Many cleaning and other protocols have been updated and are in place to allow limited staff and students to work safely, if on campus. Most programs have moved and will remain in remote / online learning situations except where hands-on training is needed.</li> </ul>		
<b>Action:</b>			
<b>Person Responsible:</b>			

### 6. NEW BUSINESS

- a. Jayson thanked Guy and his staff for their dedication to the safety board project. The boards are a huge asset to all our shop areas.
- b. Pandemic information: Jayson explained that most of Workplace Safety and Health's staff have been extremely busy developing and implementing protocols dealing with the global pandemic. Committee members asked if there are clear guidelines in place for those staff who may have to isolate. Each situation is being dealt with on a case by case basis and staff members should be in close contact with their chair and the Health Services department of the College if they are sick or if a replacement is required to teach in their place. Students and staff who are away ill, must be cleared by Health Services before returning to campus.
- c. Jack Kennedy indicated that he was unsure if he was to continue sitting on this safety committee due to math, science and communications departments merging. He is happy to continue to sit as a member of the committee, however and will continue to do so. He finds his participation valuable. Guy indicated that his goal is to have representation from all departments which teach into Construction Trades programs. Matt indicated that with the resignation of Barry Law, we no longer have the departmental Educational Assistants on the committee. Christina said she will invite all three of the Construction Trades EAs to sit on the committee—Jeff Paluk, Scott Wise and Daniel Dedominicis.

### 7. MEETING ADJOURNED

12:03 p.m.

Meeting was adjourned at 12:03 p.m.

**8. NEXT MEETING:**

**December 5, 2019**

It was noted that the next meeting will be held in January of 2021.


**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:**

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Guy Poirier Date

  
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Brent Sharp Date  
*Dec 2/20*

**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.