

Workplace Safety & Health Committee
Building C
December 9, 2020
11:00 a.m.

MINUTES

Committee Members:

Management Members:

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

Employee Members:

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

Guests (Guest attendance approved by Co-Chairs):

Nicki Albus
Michelle Tabaka, Administrative Assistant, Safety & Health Services

Provide SHS Updates
Recorder

1. CALL TO ORDER: 11:01 a.m.

2. WELCOME AND INTRODUCTIONS Angel King

Nicki Albus will be the SHS Representative on the committee.

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING: December 12, 2019

- Accepted
- Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES: December 12, 2019

All previous actions resolved (removal of old smoking signs and parking lot care).

6. NEW BUSINESS

No new business. There has been no concerns from staff regarding Covid.

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

- Committee training requirements can be sent to Nicki to be arranged. Committee still requires Basics and Investigations.
- Two year term end is nearing. If you no longer wish to be a member can you please provide an

possible replacement.

- Safework procedures are being created. Do we have any that may be required for our areas?
- SHS has been working on Covid 19 responses. All information available on the website.
- Had a right to refuse which went third level; WSH deemed it was not a right to refuse; however, had recommendations which we followed and resolved concerns.
- Memo regarding medical masks; cloth masks are still ok but require 3 layers; we are researching for disposable filters. Available through Procurement. Recommended by Dr. Roussin and Health Canada.
- LTC prepared proposal for meth awareness training. Researching other free options.
- Muster points are on the campus maps on the website.
- New mass notification system allows sending notifications through PA, computer, phone, mobile phones – still using mobile safety map.
- Numbers on emergency response teams is reduced due to covid. Making changes to address with minimal staff.

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: 11:20 am

10. NEXT MEETING:

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:

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
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 22nd 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 29th 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 4th 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 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).
- 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 3rd 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 statics 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.