

Workplace Safety & Health Committee
Building C
June 2, 2021
10:00 a.m.

MINUTES

Committee Members:

Management Members:

- Co-Chair** Angel King
- Danielle Puddicombe

Supervisor, Security Services
Research Coordinator

Employee Members:

- Co-Chair** Andrew Moyer
- Kris Joyal
- Katalin Martin
- Nicki Albus

Security Officer
Information Security Analyst
Administrative Assistant, Finance
Coordinator, Emergency, Preparedness

Guests (Guest attendance approved by Co-Chairs):

Jayson Santos
Michelle Tabaka

SHO, Safety and Health Services
Administrative Assistant, Safety & Health Services

1. CALL TO ORDER: 10:00 a.m.

2. WELCOME AND INTRODUCTIONS Angel King

3. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

4. APPROVAL OF MINUTES FROM LAST MEETING: December 9, 2020

- Accepted
- Amended – if amended, list items below

5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES: December 9, 2020

- No actions from previous minutes.

6. NEW BUSINESS

- Andrew Moyer and Katalin Martin have stepped down from the committee currently leaving us with no worker co-chair (2 management, 2 employees)
- Legislation requires members to sit 2 years; however, RRC extended this to 3 years; members can remain on committee longer if there are no new volunteers to replace the members
- Worker members should send out request to get new members to ensure Management has no influence
- We currently have no representatives from Finance, HR, Legal, Communications or 7th floor
 - Research has value on this committee and their own – **Jayson and Nicki to discuss with SHS Management**
- Members usually remain within Departments who have similar topics
- Request SHS to send out to Management to encourage staff to volunteer – can this come from SLT member?
- Committee would like to have committee to change to Administration Committee; **Jayson to discuss with SHS Management.**
 - Concerns may come from many areas of the college; however, this Committee would not be responsible for finding the solutions that are campus wide; committee would pass action on to the Employer to address
- RRC had to apply to Province to have multiple committees so that committees can focus on their common safety issues
- IT has contract with Powerland to dispose of e-waste (ie. old laptops, desktops)

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

- Will be attached to minutes.
- In future, SHS updates will be sent prior to meetings to allow committee members to review so that committee can address points of concern.
- Number of emergency response team members is reduced as many staff are working from home
- Review Codes of Practice – link on SHS microsite

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 Aileen Najduch outlining the issues. The Safety Leadership Teams has 30 days to respond with recommendations for resolution.

9. MEETING ADJOURNED: 10:58 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: _____
Nicki Albus (Acting Co-char) 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 post the minutes to the Sharepoint site.

