

Workplace Safety & Health Committee
Electrical, Mechanical and Manufacturing
May 10, 2021
10:00 a.m. to 12:00 p.m.
Remotely via MS Teams

MINUTES

Committee Members:

Management Members:

- Co-Chair** Mark Blackner, Chair, Electrical, Mechanical and Manufacturing
- Tom Grant, Chair, Transportation and Heavy Apprenticeship Trades

Employee Members:

- Co-Chair** Glen Hawker, Instructor, CNC Machinist Technician
- Edward Schlosser, Instructor, Welding
- Harold Tully, Instructor, Power Engineering Technology
- Jasvir Bharj, Instructor, Welding
- Rob Engley, Instructor, Electrical
- Victor Butts, Instructor, CNC Machinist Technician
- Jayson Santos, Health and Safety Officer, SHS
- Jennifer Brydon, Health and Safety Manager, SHS
- David Malo, Health and Safety Officer, SHS
- Keren Gama, Educational Assistant, Electrical

Alternates:

- Alternate Name, Member Title, Department
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Guests (Guest attendance approved by Co-Chairs):

- Daniel Wiens, Educational Assistant, Manufacturing
- Matthew Fontaine, Instructor, Piping/Gas Fitting (Union Rep)

CALL TO ORDER:

10:00 a.m.

1. WELCOME AND INTRODUCTIONS

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted (Victor Butts / Rob Engley)
- Amended – if amended, list items below

3. APPROVAL OF MINUTES FROM LAST MEETING: December 8, 2020

- Accepted (Rob Engley)
- Amended – if amended, list items below

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES <December 8, 2020>
a. Training on Inspection Reports

Update:	Can resume training again – committee basics and right to refuse training is all one session. Training will be extended to November 2021 due to new membership.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Tara to provide a list to Jason to send out emails to the staff for the training.		
Person Responsible:		Target Deadline:	November 2021

b. One page SWP Training for Committee

Update:	Can resume training – need 2 free days (back to back for committee basics, right to refuse and SWP training). Training will be extended to November 2021 due to new membership.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Tara to provide a list to Jason to send out emails to staff for the training.		
Person Responsible:		Target Deadline:	November 2021

c. Mill Guard & Drill Press Guard Training

Update:	The production of a training video was discussed with Glen. Look at possibly doing the training video internally within the department.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jayson and Glen to work towards completing.		
Person Responsible:	Jayson / Glen	Target Deadline:	June 2021

d. One Life Report Recommendations for PET Lab

Update:	Jayson will be meeting PET lab staff shortly to go over the 1 life report. Many of the items have already been addressed.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jayson to meet with PET Lab Staff to review report.		
Person Responsible:		Target Deadline:	May 28, 2021

e. Installation of Safety Boards

Update:	Majority of the boards have been completed. Still waiting on some clipboards and Daniel is working on the building brackets to hold the caution tape. 15 total safety boards 11 safety boards have all the materials mounted (1st aid kit, posters, lens cleaning, lockout station, baskets for SDS, sharp instrument disposal) B154 – Daniel is waiting until May 11 to move the shelf, as the students are gone. Daniel needs to know what to use instead of the shelf. J110 – Safety board is mounted. Planning to mount all materials on May 11 depending on lab schedule. T113 & T238 – Missed the initial walk-through. Boards are waiting to be run through the CNC machine before mounting; Rob Masi indicated to expect this completed mid-May. Jayson Santos will be delivering all materials for safety board on May 10.		
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:	

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

EHSS will provide a quarterly update prior to meeting for member to review. Questions can be asked during the meeting.

6. NEW BUSINESS
a. Creating Digital Lab Safety Forms

Origin Name:	Keren Gama	Date of Origin:	May 10, 2021
Issue:	Currently, lab safety forms are printed off and handed to the Instructor to review and sign, regarding lab safety. Looking at possibly creating a digital lab safety form online to have more consistency across the departments.		
Action:	Committee members to report to areas to look at Terms of Reference for each area to begin to look at lab safety.		
Assigned to:		Target Date:	

b. Maintenance on TL's Sensors

Origin Name:	Glen Hawker	Date of Origin:	May 10, 2021
Issue:	Machine shop had a meeting about a month ago regarding machines that are having homing issues. The Sensors need to be checked and cleaned.		
Action:	Look at getting Skinner involved and possible setting up a maintenance schedule.		
Assigned to:	Glen Hawker	Target Date:	

c. Labelling

Origin Name:	Rob Engley	Date of Origin:	May 10, 2021
Issue:	Need to have a small label on each piece of equipment so that the Instructors/students are reminded to shut off the piece of equipment. Look at having this added to the SWP. Work on having something in place by September.		
Action:	Rob/Keren/Jayson to work on the labelling plan.		
Assigned to:		Target Date:	May 28, 2021

d. Student Expectations

Origin Name:	Jayson Santos	Date of Origin:	May 10, 2021
Issue:	The Covid-19 Student Expectation document has been finalized (attached). The document can be shared with Instructor and students.		
Action:			
Assigned to:		Target Date:	

e. Committee Membership

Origin Name:	Jayson Santos	Date of Origin:	May 10, 2021
Issue:	Committee membership for the Workplace Health & Safety Committee is a three-year term, which will expire this year. Look at putting out communication for volunteers to join to replace current members. If there is not enough new volunteers for the committee then current members are able to stay on. Looking at having new volunteers in place for September 2021.		
Action:	Glen to send out communication for volunteers.		
Assigned to:		Target Date:	

f. Inspection Tool

Origin Name:	Jennifer Brydon	Date of Origin:	May 10, 2021
Issue:	SHS is currently reviewing a system in order to enable electronic management of inspections. This would allow individuals to have customized inspection tools as well as assigning individuals to inspect.		
Action:	SHS is working on system and will update at next meeting.		
Assigned to:		Target Date:	

7. 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:
<insert date>	NONE

8. MEETING ADJOURNED: **11:15 a.m.**

9. NEXT MEETING: **September
11:30 – 1:30
Remotely Via MS Teams**

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:

Mark Blackner Digitally signed by Mark Blackner
Date: 2021.05.25 09:15:22 -05'00'

Mark Blackner May 21, 2021

Glen Hawker

Glen Hawker May 21, 2021

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 March 2021

Safety

1. Student expectations -
 - It has been noticed that furniture in some locations has been moved, students have congregating, etc. This is not a trend that we are wanting to see. Based on all of the measures we have put in place we have not had any community transmission onsite. We want to continue that trend.
 - We are asking departments to review this tool-box-talk with their students and staff. Instructors are the main face that students see, so we are asking that they spend 5 minutes reviewing this with their students.
 - If you notice areas that don't look distanced, please let SHS know.
2. Agenda –
 - Please ensure your committee is using the newest Agenda.
3. Codes of Practice –
 - SHS will be launching another batch of COP's for staff and students to review. Communication will be forth coming to staff and students to review and provide comment.
 - Working Alone
 - Contractor Safety
 - Ergonomics
 - First Aid Kits
4. Staff driving students –
 - Staff should not be driving students either in their personal vehicles or RRC college vehicles. The Health Centre has taxi slips, family can pick-up a student, 911, etc. There was a recent event where a staff member drove a student and put themselves at risk for a potential covid exposure. Staff should not have been driving students pre-covid either.
5. Fit-testing –
 - SHS is currently trialing an online booking system for fit-tests with the nursing department. The plan is to use this online booking system for all fit-test bookings. This new system will allow a student to see available times and pick the one that works best for them. It will also send reminders to the student 24h prior to their appointment. We are hoping to launch this new booking system in the next few months.
6. Committee Membership
 - The Term of Office for committee membership is three years. Upon review of this committee, many members have reached the three year term. The worker co-chair will need to draft an email to recruit new members. The Committee recorder will send to



the departments associated with this committee. Once interest has been received for new committee members, the committee will vote in or appoint new members. Current members can step forward to continue on the committee, but they can only continue on if there is no new member to fill the position.

Emergency Preparedness

1. Emergency Response Plans

- A comprehensive review and update of all Emergency Plans and procedures is in progress. This work is to ensure that we have readily available and consistent information on what to do to prepare for and respond safely to emergencies on any RRC campus. It will incorporate our Emergency Response Team, Informacast, role of the Incident Management Team, Business Continuity, and Codes of Practice.
- This will ultimately result in some signage, brochure, and poster updates, and some information may be missing from websites at times. We will notify Committees when these items are available. If you have any questions/concerns please feel free to contact Safety or Nicki directly.

2. Informacast:

- Work on our new alerting system continues. The Mobile Safety App remains in use.
- We have had successful message broadcasts for incidents at the Notre Dame Campus. If you are at EDC or NDC, please anticipate messages being broadcast on your Cisco phone or the public address system for more than just active shooter situations. As mentioned above, more information is being developed.
- Regional and satellite campuses will also have these capabilities, but some updates need to be made to the system first. SHS and IT are currently working on these upgrades.

3. Emergency Response Team:

- Due to COVID19 and many staff working from home, the number of Emergency Response Team members onsite at our Winnipeg campuses is very reduced. We have made some modifications to how we will respond to emergencies to mitigate the lack of onsite team members however, we ask that all staff on campus maintain their familiarity with Emergency procedures and be prepared to assist or direct others, to the best of their ability, should an emergency situation occur in their area.
- It is expected that this scenario will continue until the Fall term.

MSKE



1. Virtual ergo assessment
 - If and when staff return to campus, we can help them transition back to the college.
 - Susan is still providing ergonomic assessments for home set-ups if required.
2. Student Medical Program
 - This is a program that is being readied for a fall implementation. The student medical program will be more in line with current HR practices when helping staff return to work. Staff and faculty may notice similarities between this program and the current Covid communications.
 - The advantages of streamlining this process will be to take the onus off the instructor to compile and organize medical information from students regarding time away from their program. It will also ensure adherence to PHIA regulations. Depending on the scenario, Health Services or Student Support Services will act as the case manager and notify the program of student absences/clearance to return to class.
 - The student medical program will apply to any and all reasons why a student may be away from class, including injury or illness related to:
 - On Campus
 - Off Campus
 - Mental Health
3. WCB rates are different this year - fewer slip/trip/fall injuries due to reduced staff on site.
 - 66% of overall injuries when compared to previous year
 - 20% overall costs compared to previous year
 - Days Lost 11% compared to previous year-

Health Centre

Undergoing massive immunization blitz for health care students. The Health Centre nurses are immunizing up to 60 students/day.

Pest Control update – For EDC

Pest Control is a Building Services top priority, and we work daily and consistently to make sure the Campuses are well assisted and under control concerning any pest. I work together with Pest Control and Cleaning Services to promptly address any pest activity signs and create an action plan for a wide variety of potential issues.

We also have dedicated a significant amount of time identifying Roblin's structural deficiencies to prevent pests from gaining access to the building. In particular, we've been able to secure the buildings' perimeter and seal access to the Campus from the entire crawl space area. This is significant considering Roblin's age and heritage status.

I wanted to take a moment to update you regarding the pest control issue:



- I communicate (almost) daily with Pest Control and Cleaning Service teams ensuring we are all aligned with any findings. Additionally, we have weekly meetings at Roblin to go through the areas, inspecting and measuring activity levels, updating action plans always when necessary.
- The rodent activity has dramatically reduced over the past months – and it was eradicated for a couple of months. Unfortunately, due to the consistent presence of food traces, the 2nd floor Willian side presents feeding signs again!
- Droppings may be found, and they do not necessarily represent current activity. The process of cleaning working stations involves a detailed search through endless volumes of paper and all sorts of stuff. Reports will be analyzed case by case and addressed accordingly.

Pest Control Management depends on College staff collaboration to keep a safe/expected level of activity for the RRC downtown facilities. The staff plays an essential role – they can prevent rodents' attraction to their kitchens, working stations, and own garbage.

The fact that there is none or low activity doesn't mean staff can relax on Best Practices – that is too bad, but mice reinfestation can happen very fast.

This will always be a risk, especially in downtown locations with the current conditions AND without staff engagement and discipline.

Last Updates:

- Radiators from 4th to 2nd were deep cleaned.
- Willian side from 4th to 2nd-floor cracks under radiators – along the walls – were filled.
- Concrete block – main floor – Princess side – was filled and "wrapped around."
- Deep cleaning after rodents is done.
- Packing staff items are done (things with high potential of contamination – recommended to be disposed of – translucent bags left on staff desks)

Covid-19 Student Expectations

Red River College is committed to providing a safe learning and working environment for students, staff, and faculty. Due to the stringent safety measures that have been put in place, to date, we have had no community transmission at any campus. To continue to support this, we must follow and support all the safety measures that have been put in place.

During this unprecedented time, many new safety measures have been put in place. Red River College has developed a policy for Covid-19 procedures which outlines all the protocols that must be followed while you are on campus.

Before arriving on campus, you must complete the **self-screening** tool through Shared Health. If you are feeling unwell or have had a potential exposure, please stay at home and contact Health Services at 204-632-2238. **Do not come to campus if you are sick.**

Masks are mandatory while you are on campus. Students and faculty who are on campus for labs, workshops or any hands-on, practical learning environment in which physical distancing cannot be consistently maintained, will be required to wear College issued medical grade masks and eye protection.

Masks can be removed while eating, however, you must adhere to physical distancing during your meal and snack breaks.

Hand sanitizing stations are found throughout campus buildings. Please use the hand sanitizing stations upon entry and exit of each building/area. For example when you enter/exit an elevator/stairwell.

Students are expected to adhere to **physical distancing** at all times while on campus. This means that in the classroom, hallways, and common areas you must remain 6 feet away from others.

Signage has been placed throughout campus buildings and must be followed to help keep you safe. Follow the directional arrows on the floor, follow the occupancy limits on the bathroom doors, stand on the designated floor markers and adhere to the physical barriers that have been put in place.

Core-Plast signs and barrier tape are placed on areas where you are not allowed to sit. Chairs and benches that are not blocked off with signage can be used for sitting. Chairs must remain in place and are not meant to be moved to sit closer to someone.

If you are seen removing or tampering with any signage or not following the Covid-19 procedures, you could face disciplinary action.

Please visit the College's website for more detailed Coronavirus information <https://www.rrc.ca/coronavirus/>.

