

Workplace Safety & Health Committee
AHS and LS Safety Committee
March 3, 2021
9:30 am, Microsoft Teams

MINUTES

Committee Members:

Management Members:

- Co-Chair** Lesley McGuirk, Chair, Allied Health Sciences
- Curtis Aab, Acting Chair, Life Sciences

Employee Members:

- Co-Chair** Erin Bell, EA, Life Sciences
- Aman Abrha, EA, Life Sciences
- Matt Ferber, EA, Allied Health Sciences
- Naga Ruddaraju, EA, Life Sciences
- June Kraushar, Instructor, Life Sciences
- Susan Pritchard, EA, Life Sciences

- Jordan Veale, EA, Allied Health Sciences

Students:

- Karessa Cabungcal, Student, Allied Health Sc

Guests (Guest attendance approved by Co-Chairs):

Jennifer Brydon, Safety and Health
Susan Thorvaldson, Safety and Health

Recording Secretary:

Paula Chorney, Allied Health Sciences

CALL TO ORDER:

9:33 am

1. WELCOME AND INTRODUCTIONS

Lesley McGuirk

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted

3. APPROVAL OF MINUTES FROM LAST MEETING December 9, 2020

- Accepted

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES December 9, 2020

a. Workplace Inspection Reports

Update:

Workplace Inspection Reports were completed by Curtis and Susan in Life Sciences, and Lesley and Matt in Allied Health Sciences.

AHS: The shower in front of the electrical panel in A205 is still not moved. Any major deficiencies already have work orders in. Some of them dating back several years.

LS: There are bulbs that need to be replaced in A403 and Curtis will do a work

	order. In A202, there has been a gas cylinder in front of the electrical panel, since 2017.		
	Reports will be forwarded to Safety and Health by Paula Chorney.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Work orders		
Person Responsible:	Curtis Aab	Target Deadline:	Next meeting

b. Committee Members

Update:	No one has informed Lesley or Erin of his or her desire to step down from the Committee. Matt Ferber indicated that Program Committees could be asked if anyone is interested in joining the committee, and that it would be good to have more instructors on the Safety Committee. In the fall, the co-chairs will send an email to instructors asking if anyone would like to join the committee.		
	Jennifer Brydon added that she would like to add someone from the Research Kitchen to the committee, and she will follow up with Mavis McRae.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jennifer Brydon		
Person Responsible:	Jennifer Brydon	Target Deadline:	Next meeting

a) SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)

Jennifer Brydon reported on updates:

New Meeting Agenda

- There is a new meeting agenda template to use

Covid Compliance Issues

- There has been some reports of compliance issues. An email reminder was sent to all instructors to share with their students. If anyone tampers with covid signage they may face disciplinary action.

Vehicle usage and students

- Staff should not be driving students in personal vehicles or College vehicles due to security issues.

Musculoskeletal and Ergonomics Update

- Susan Thorvaldson reported that WCB claims are down.
- Susan will be doing safe patient handling sessions for students

b) NEW BUSINESS

a. Fridge thermometers, Security Checks – Who to contact when things are off

Origin Name:	Fridge Thermometers	Date of Origin:	March 3, 2021
Issue:	<p>Jennifer Brydon reported that there is a concern that departments are not being notified quickly by Security if their lab fridges are “warm”. Security is not consistently getting the message to Matt and Braeden if there are cooling issues with the fridges.</p> <p>Jennifer said that Curtis and Lesley should arrange to have a staff member’s contact name and phone number on each fridge for Security to notify when there is an issue.</p> <p>Theresa is also doing training sessions for Security and Powerhouse employees on the monitors on the fridges.</p>		
Action:	Create labels with contact info for fridges		
Assigned to:	Lesley/Curtis	Target Date:	Next meeting

c) REQUEST FOR RESPONSE FROM EMPLOYER (ie. Chair, Dean, Director, Executive Director, VP, WSH Advisory Committee).

None.

d) MEETING ADJOURNED: 10:20 am

e) NEXT MEETING: June 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

Management Co-Chair Signature:

Employee Co-Chair Signature:

Original signed by _____
 Lesley McGuirk Date

Original signed by _____
 Erin Bell 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.