

Workplace Safety & Health Committee
Stevenson Campus
June 10, 2021 | 12:00 p.m. to 1:00 p.m.
MS Teams

MINUTES

Committee Members:

Management Members:

- Co-Chair** Nigel Louis, Quality Assurance Manager
- Neil Lavoie, Chair

Alternates:

Employee Members:

- Co-Chair** Nicole Elias, Admin Assistant
- Shawn Eaton, Instructor
- Joe Leduc, Instructor
- Butch McDermid, Maintenance Assistant
- Jonathan Epp, Instructor

Alternates:

Guests (Guest attendance approved by Co-Chairs):

- Jayson Santos, Safety and Health Services
- Bonnie Slaunwhite, Admin Assistant

1. WELCOME AND INTRODUCTIONS

Nigel Louis

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
- Amended – if amended, list items below

3. APPROVAL OF MINUTES FROM LAST MEETING — March 10, 2021

- Accepted
- Amended – if amended, list items below

4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES

a. Safe Work Procedures (November 25, 2020)

Update:	Butch has sent four to Jayson. They are all completed on our end. Butch will continue to send them to SHS.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jayson will review them in the coming months.		
Person Responsible:	Jayson	Target Deadline:	October 2021

b. Staff Driving Students (March 10, 2021)

Update:	Winnipeg location now has a plan (taxi chits). Southport does not have a plan for this event.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jayson will meet with Neil next week to develop a plan. This will be written and shared.		
Person Responsible:	Neil	Target Deadline:	April 2021

c. Student Representative (March 10, 2021)

Update:			
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	This will become an annual item on the agenda (Fall). Bonnie and Nigel will work on a process for this.		
Person Responsible:	Bonnie	Target Deadline:	October 2021

d. Committee Membership (March 10, 2021)

Update:	Typically the term for committee members is three years.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Jayson will be providing information about recruitment. Bonnie will then send it to staff in the Fall.		
Person Responsible:	Jayson and Bonnie/Nicole	Target Deadline:	October 2021

e. Fire drill at Southport location (March 10, 2021)

Update:	Jayson spoke with Nikki. She spoke with Nigel and Neil. Nikki's goal is to try to do Fire Drills when the campus is at peak population. Nikki will be providing training this summer.		
Further Action Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
Action:	Nikki is planning on doing this in the Fall.		
Person Responsible:	Jayson	Target Deadline:	September 2021

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

- One of the Health and Safety Officers is returning this month. Leanne Hearn's background is occupational hygienist (chem/bio).
- Code of Practices review was sent out. These will be rolled out shortly.
- SHS will be communicating with students regarding COVID protocols across the College.

6. NEW BUSINESS

a.

Origin Name:	Safety Boards	Date of Origin:	March 10, 2021
Issue:			
Action:	Jayson will send the safety board materials (lock out, glass wipes, sharps container, etc.) for the Winnipeg location.		
Assigned to:	Jayson	Target Date:	June 2021

7. Request Response from Employer

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:

 Nigel Louis Date

 Nicole Elias 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.