

**Workplace Safety & Health Committee**  
**SBITCA at the Roblin Centre Joint Workplace Safety and Health Committee**  
**Friday, August 27, 2021**  
**1:30 PM – 3:00 PM**  
**Virtual (MS Teams)**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair** – Kirk Johnson, Dean, Business and Applied Arts, Hospitality and Culinary Arts - September 2017
- Nick Brown, Maintenance Manager, Roblin Campus Facility Management – Dec 2019
- Rick Lange, Supervisor, EDC Security Services
- Karen Kabel, Chair, Applied Computer Education
  
- Bonnie van Steelandt, Chair, Applied Commerce and Management Education
- Lisa Jamieson, Chair, Creative Arts

**Alternates:**

- Richard Lang, Maintenance Engineer, Roblin Campus
  
- Gail Horvath, Program Manager, Applied Computer Education
- Scott Halpenny, Program Manager, Applied Commerce and Management Education

**Employee Members:**

- Co-Chair** – Mike Poitras, Instructor, Applied Computer Education
- Mandeep Sidhu, VP – Internal, Students' Association
- Kelly Stifora, Instructor, Creative Arts
- Paul Johnson, Instructor, Applied Commerce and Management Education

**Alternates:**

- Stephen Jay, Instructor, Applied Computer Education
- Jody Gillis, Instructor, Applied Computer Education
- Austin Burtniak, VP – External, Students' Association
- Krista Lawson, Instructor, Creative Arts

**Guests (Guest attendance approved by Co-Chairs):**

David Malo, Health & Safety Officer, Safety & Health Services

Jennifer Brydon, Manager, Safety & Health Services

Tyler Parsons, Administrative Assistant, School of Hospitality & Culinary Arts

Safety & Health Services Rep

Information

Recorder

**1. CALL TO ORDER:**

**1:30 p.m.**

**2. WELCOME AND INTRODUCTIONS**

**Kirk Johnson**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

**3. New Business**

- g. Water Leak outside Men's Washroom P414
- h. Instructors coming back to Campus – what do they have to do re: COVID Safety in classrooms

**4. APPROVAL OF MINUTES FROM LAST MEETING – January 19, 2021**

- Accepted
- Amended – if amended, list items below

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES – January 19, 2021**
**a. Acquiring some heaters for rooms that are cold and can't be heated (W412) – item 5a. on Oct. 26, 2020 minutes**

	<ul style="list-style-type: none"> <li>Received a number of comments that this room (W412) was cold. Facilities has worked to address this issue since the meeting.</li> <li>Kept an eye on temperatures over winter and the heat is flowing properly.</li> <li>No need to purchase heaters.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed, and no further action required)		
<b>Action:</b>	No further action required		
<b>Person Responsible:</b>	N/A	<b>Target Deadline:</b>	N/A

**b. 4<sup>th</sup> Floor Cleanup – item 6a. on Oct. 26, 2020 minutes**

	<ul style="list-style-type: none"> <li>Karen Kabel had requested a deep clean on the 4<sup>th</sup> floor.</li> <li>Estimate was done and a decision was made not to proceed with the 3<sup>rd</sup> party cleaner.</li> <li>Managers will work with staff in the area to:               <ul style="list-style-type: none"> <li>Recycle old books</li> <li>Invite them in to clean out their desks</li> <li>Facilities has removed food waste</li> <li>Cleaners washed desks, surfaces, etc</li> </ul> </li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (item is closed, and no further action required)		
<b>Action:</b>	No further action required		
<b>Person Responsible:</b>	N/A	<b>Target Deadline:</b>	N/A

**c. Leaky Pipe (P411) – item 6b. on Oct. 26, 2020 minutes**

	<ul style="list-style-type: none"> <li>This has been on the action items for a long time.</li> <li>Pipes were leaking (possibly condensation from the chiller).</li> <li>These pipes are no longer there and the chiller has been repaired.</li> <li>Richard Lang informs the committee that it has cleared up for now (it has lots to do with condensation and humidity).</li> </ul>		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed, and no further action required)		
<b>Action:</b>	Facilities will continue to monitor until we know it is completely resolved.		
<b>Person Responsible:</b>	Facilities (Nick Brown/Richard Lang)	<b>Target Deadline:</b>	Ongoing

**d. Workplace Safety & Health Memo – item 7a. on Oct. 26, 2020 minutes**

	<ul style="list-style-type: none"> <li>Follow up with Patricia Thome to see if there is a cleaning schedule that could be communicated to staff.</li> <li>Some of the deeper cleaning related to COVID was creating some strong fumes.</li> <li>Was not specifically a safety &amp; health concern, but just a communication piece.</li> </ul>		
<b>Further Action Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed, and no further action required)		
<b>Action:</b>	Richard Lang/Nick Brown to discuss with Patricia Thome and see if there is a cleaning schedule that can be communicated to staff.		

<b>Person Responsible:</b>	Facilities (Nick Brown/Richard Lang)	<b>Target Deadline:</b>	Ongoing
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## 6. NEW BUSINESS

### a. Re-review of January Minutes

<b>Origin Name:</b>	Kirk Johnson/Mike Poitras	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>Due to changes in staffing, some of the minutes from last meeting were missing.</li> <li>Reviewed all action items from the meeting prior to the one with missing minutes (noted above in point 5 – Review Action Items from Previous Minutes)</li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>Reviewed above. Any specific actions required are noted under the corresponding items in point 5.</li> </ul>		
<b>Assigned to:</b>	N/A	<b>Target Date:</b>	N/A

### b. Vaccination Questions

<b>Origin Name:</b>	Stephen Jay	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>This was brought forward before RRC's policy change surrounding vaccines on Campus.</li> <li>There is some conversation within the union as some employees feel their rights are being violated, etc. <ul style="list-style-type: none"> <li>Nobody is being forced to get vaccinated. If they aren't getting vaxxed, they just need regular testing and an exemption form must be filled out and approved.</li> </ul> </li> <li>The dates set forth in the policy are: <ul style="list-style-type: none"> <li>First Dose by – September 10<sup>th</sup>, 2021</li> <li>Second Dose by – October 17<sup>th</sup>, 2021</li> </ul> </li> <li>Stephen's concerns have been addressed with the policy change that was announced.</li> <li><b>Question about RRC Mobile Safety App, related to our COVID vaccination policy:</b> What happens if people don't have a cell phone? Is there an alternate way to track? <ul style="list-style-type: none"> <li>This will need to be used by all staff and students at RRC. We are using our own app, because not all of our community will be able to get the provincial vaccine card.</li> <li>Our app will also provide the "green check mark" for individuals who aren't vaxxed, but are getting their regular testing, etc. It won't "out" anyone, as it will simply have a green check for everyone allowed on campus, regardless of how (vaxxed, testing, etc).</li> <li>The app has a desktop option (website associated with the app) as well where people can upload their information and print off the confirmation they will need for entry to RRC Campuses. More details of this will come when the full information is released surrounding the use of this app for vaccine verification on campus.</li> </ul> </li> <li><b>Question about Innovation Centre:</b> Have spaces been mapped out for the Innovation Centre (capacity assessments)? <ul style="list-style-type: none"> <li>Some have been done based on drawings, but have not yet done any in person. The space has not yet been handed over to college as it is still in</li> </ul> </li> </ul>		

	contractor hands and considered a construction site.		
<b>Action:</b>	<ul style="list-style-type: none"> <li>No further action required</li> </ul>		
<b>Assigned to:</b>	N/A	<b>Target Date:</b>	N/A

**c. Timeline and policy for posting meeting minutes**

<b>Origin Name:</b>	Mike Poitras	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>March minutes didn't make it out and due to some changes in staffing since, we do not have them.</li> <li>Additionally, the Safety &amp; Health Services site at rrc.ca does not look to be totally up-to-date, or some sub-committees are not meeting.</li> <li><b>Discussion around the requirements for minute posting:</b> <ul style="list-style-type: none"> <li>Minutes must go out (with signatures of co-chairs) within 7 business days after meeting. Legislated by MB government.</li> <li>There can be a delay in posting minutes on the website, as all the sub-committee minutes go to one Admin for posting. It is hard for the Admin to follow up with everyone, so this NEEDS to be monitored by Co-chairs/Recorder</li> </ul> </li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>Ensure minutes are completed (and fully signed by co-chairs) and sent to full committee as well as <a href="mailto:safety@rrc.ca">safety@rrc.ca</a> within 7 days of meeting.</li> <li><b><i>This item does not need to be carried forward to next meeting as long as minutes are being done and submitted within the 7 day window.</i></b></li> </ul>		
<b>Assigned to:</b>	Recorder (Tyler Parsons) and Co-chairs	<b>Target Date:</b>	Ongoing

**d. Changes to our membership**

<b>Origin Name:</b>	Kirk Johnson	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>Our member list is out-of-date on the website and not sure who can update this</li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>An email needs to be sent to the Admin in Safety &amp; Health Services with the changes to the committee members. They will update the site for us.</li> <li><b>Discussion around quorum requirements:</b> <ul style="list-style-type: none"> <li>Base membership must be even (can't have more managers than workers).</li> <li>For quorum, we need at least half of each group (workers and managers).</li> <li>However, meetings don't need to be cancelled if quorum is not reached. (it is ok to have more managers than workers at any given meeting).</li> <li>All safety items brought up in meetings (whether by one person or multiple) are investigated and followed up on.</li> </ul> </li> </ul>		
<b>Assigned to:</b>	Tyler Parsons	<b>Target Date:</b>	September 10, 2021

**e. Inspections**

<b>Origin Name:</b>	Mike Poitras	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>Didn't get any done prior to this meeting. The goal will be to get some done before the next meeting.</li> <li>Mike Poitras will send out maps, teams and documents.</li> <li>New members will need training.</li> </ul>		

<b>Action:</b>	<ul style="list-style-type: none"> <li>• <b>Item 1:</b> Mike will send out inspection teams, maps and required documents.</li> <li>• <b>Item 2:</b> David Malo to schedule inspection training for new members.</li> <li>• <b>Item 3:</b> Get some inspections done before the next meeting.</li> </ul>		
<b>Assigned to:</b>	Mike Poitras/David Malo/Inspection Teams as designated by Mike Poitras	<b>Target Date:</b>	Next Meeting – January 7, 2022

**f. Innovation Centre**

<b>Origin Name:</b>	Kirk Johnson	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>• <b>When the Innovation Centre opens, will this committee be doing the Health &amp; Safety meetings/inspections for this area?</b> <ul style="list-style-type: none"> <li>○ It would be too much for this committee. There are going to be other departments in there that can run their own committee.</li> <li>○ To start, we will work with them, share information and documents, but they should be independent eventually.</li> <li>○ More information coming soon from Safety &amp; Health Services on all the different committees.</li> </ul> </li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>• No further action required</li> </ul>		
<b>Assigned to:</b>	N/A	<b>Target Date:</b>	N/A

**g. Water Leak Outside Men's Washroom – P414**

<b>Origin Name:</b>	Mike Poitras	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>• There is a water leak outside the men's washroom near P414 that Mike was notified about the night before the meeting.</li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>• No Action Required: Richard Lang confirms that Facilities was made aware and the problem has been resolved.</li> </ul>		
<b>Assigned to:</b>	N/A	<b>Target Date:</b>	N/A

**h. Instructors coming back to Campus – what do they have to do re: COVID Safety in classrooms**

<b>Origin Name:</b>	Kelly Stifora	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>• What are instructors obligated to do if they are bringing students into the classroom this fall?           <ul style="list-style-type: none"> <li>○ Everyone must do the screening tool prior to coming on Campus. If not feeling well, they need to stay home and contact Health Centre.</li> <li>○ All staff and students need to wear masks supplied by the college. These can be ordered through procurement. Security also has masks available.</li> <li>○ Everyone should be sanitizing when coming into and leaving the building. Can also have sanitizer at the classroom entrance (ordered through procurement).</li> <li>○ Classroom assessments have all been done. Reach out to David Malo or <a href="mailto:safety@rrc.ca">safety@rrc.ca</a> for individual classroom assessments. For the most part, they should all be staged the proper way already.</li> <li>○ All information is found in RRC's COVID Policy found here: <a href="https://www.rrc.ca/coronavirus/">https://www.rrc.ca/coronavirus/</a></li> </ul> </li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>• No further action required:</li> </ul>		
<b>Assigned to:</b>	N/A	<b>Target Date:</b>	N/A

**7. SAFETY AND HEALTH SERVICES UPDATE (provided by SHS Team)**
**a. Workplace Safety and Health Memo**

<b>Discussion:</b>	<p><b><u>Codes of Practice</u></b></p> <ul style="list-style-type: none"> <li>All Codes of Practice that are finalized are posted on the website and will be on the Sharepoint Site             <ul style="list-style-type: none"> <li>Recently finalized Contractor Safety, Ergonomics &amp; First Aid Kits Codes of Practice</li> </ul> </li> </ul> <p><b><u>Emergency preparedness</u></b></p> <ul style="list-style-type: none"> <li>Emergency response plans are being reviewed and updated.</li> </ul> <p><b><u>Mobile Safety App</u></b></p> <ul style="list-style-type: none"> <li>This is still in use for now (and will likely always stay in use for some things).</li> <li>The team is looking at other/better ways (Informacast) to communicate certain events (environmental, threats, etc). It will allow people to choose how they get notified (app, text, email, etc)</li> </ul> <p><b><u>Toolbox Talks</u></b></p> <ul style="list-style-type: none"> <li>Safety &amp; Health will provide topics and talking points that can be presented to an audience</li> <li>Quick talks (4-5 minutes) to promote safety points, updates, etc</li> <li>If someone has questions, concerns or wants updates it can be brought to the committee or David Malo and Safety &amp; Health Services will create the Toolbox Talk.</li> <li>The end goal would be to have a binder full of documents that covers a huge range of items that can be quickly communicated to others.</li> </ul> <p><b><u>Workers Compensation Board</u></b></p> <ul style="list-style-type: none"> <li>All inquiries for WCB must be directed to the Health Centre or <a href="mailto:safety@rrc.ca">safety@rrc.ca</a>.</li> <li>If there is anything related to Safety and Health you are unsure of, also reach out to <a href="mailto:safety@rrc.ca">safety@rrc.ca</a> for clarification.</li> </ul> <p><b><u>New Committee Members</u></b></p> <ul style="list-style-type: none"> <li>Committee training needed (committee basics, inspections, etc). Connect w/ David Malo to set up training.</li> </ul> <p><b>Action Item:</b> Tyler, Mike and Kirk will set up a meeting to flag new members and set up training. This will happen sooner than later, but wait until back to school rush is finished.</p>
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**8. ROUNDTABLE (time permitting)**
**a. Meetings moving forwards**

<b>Origin Name:</b>	Kirk Johnson	<b>Date of Origin:</b>	August, 2021
<b>Issue:</b>	<ul style="list-style-type: none"> <li>Will set meeting invites in perpetuity to get in people's calendars</li> <li>They will take place every three months on the first Friday.</li> </ul>		
<b>Action:</b>	<ul style="list-style-type: none"> <li>Kirk will send out a recurring meeting invite to all members so it is in their calendars.</li> </ul>		
<b>Assigned to:</b>	Kirk Johnson	<b>Target Date:</b>	September, 2021

**9. 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.**

<b>Date Sent to Employer:</b>	<b>Items requiring response from Employer:</b>

**10. MEETING ADJOURNED: 2:38 p.m.**

**11. NEXT MEETING: January 7<sup>th</sup>, 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](mailto:jpluchinski@rrc.ca)

**Management Co-Chair Signature:**

**Employee Co-Chair Signature:**

 \_\_\_\_\_  
Kirk Johnson August 31, 2021  
Date

 \_\_\_\_\_  
Mike Poitras \_\_\_\_\_  
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](mailto: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.