

**Workplace Safety & Health Committee
Language Training Centre
August 27, 2020 1:00 pm – 3:00 pm
MS Teams**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Member Name, Member Title, Department, LTC
- Rotate, Program Manager
- Naomi Frey, Program Manager, Regionals
- Ben Starkey, Program Manager, IRCC
- Member Name, Member Title, Department

Alternates:

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

- Alternate Name, Member Title, Department

Employee Members:

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
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- Valerie Howat, Program Facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Carol Tavares Ferreti, Student

Alternates:

- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
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- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department
- Alternate Name, Member Title, Department

Guests (Guest attendance approved by Co-Chairs):

David Malo, Health & Safety Officer

To concern: WebEx

CALL TO ORDER:

1:05 pm

1. WELCOME AND INTRODUCTIONS

Round table introductions

Welcome

2. REVIEW AND ACCEPTANCE OF AGENDA

- Accepted
 - Amended
- Motion to accept amendments to agenda:
Second:
Carried

3. REVIEW OF PREVIOUS MINUTES

June 11, 2020
Motion to accept June 11, 2020 minutes: Valerie
Second: Sherry
Carried: Carried
Action: Darka to PDF minutes for digital signatures

4. REVIEW OF ACTIONS ITEMS FROM PREVIOUS MINUTES

a. Accessibility

Discussion:	<ul style="list-style-type: none"> Will stay on the agenda as a standing item for information and action if required. Rooms in basement not in use at this time. 		
Action:			
Person Responsible:		Target Deadline:	

b. Meth Crisis/Training

Discussion:	<ul style="list-style-type: none"> Sherry to send link to a speaker on this topic to WSHC for review. 		
Action:	See above		
Person Responsible:	Sherry/David	Target Deadline:	

c. Satellite/ Regional updates Tabled till next meeting

Discussion:	<ul style="list-style-type: none"> Regional staff met with Jason Ilagan to discuss return to F2F class for fall term and re-opening of the Child Minding Centre. The Child Minding Centre will be screening the children each day on entry the adults accompanying them will need to self-screen using MB website. Arborg - Fisher Branch used the Arborg LTC Centre for immunizations twice. Thompson site not authorized to re-open at this time. 		
Action:	Ongoing updates as, when and if required		
Person Responsible:	Naomi Frey	Target Deadline:	Ongoing

d. Committee Member Update need staff member

Discussion:	<ul style="list-style-type: none"> Student to be recruited for next meeting. 		
Action:	<ul style="list-style-type: none"> Heather retired – Denis Cordella will be acting office manager - Darka will invite him to join WSHC. Need instructor – note put in LTC news. New WSHC member from students will be needed for next meeting. Darka will invite an admin to join WSHC. 		
Person Responsible:	All	Target Deadline:	ongoing

5. Safety and Health Services Updates – updates emailed to committee by David Malo
a. Improvement Order Update

Discussion:	<ul style="list-style-type: none"> PGI - asbestos – painter on site after completion of the paint job had an asbestos test done, fortunately there was no exposure – Order to implement Asbestos Program. 		
Action:	Program to be implement		
Person Responsible:	David Malo	Target Deadline:	August 28, 2020

b. Review of Workplace Inspection Reports

Discussion:	None		
Action:			
Person Responsible:		Target Deadline:	

c. Workplace Injury Reports)

Discussion:	A couple of slips and falls with minor injuries. Culinary up and running, finger cuts are common during first few weeks. Nothing that was needed to be reported to MB Health and Safety.		
Action:			
Person Responsible:		Target Deadline:	

d. Review Right to Refuse Investigations

Discussion:	<ul style="list-style-type: none"> Staff maybe concerned returning to work once restrictions lifted. Pass on David's contact info if staff have questions. 		
Action:	Committee still requires training		
Person Responsible:	David Malo	Target Deadline:	On Return to LTC

e. Review of Safe Work Procedures (SWPs)

Discussion:	Created Covid-19 SWP Being revised		
Action:	College community will be informed once revisions/review completed.		
Person Responsible:	David Malo	Target Deadline:	ongoing

f. Review of Training and Education of Committee Members

Discussion:	<ul style="list-style-type: none"> Perhaps through WebEx. 		
Action:			
Person Responsible:	David Malo	Target Deadline:	

g. Musculoskeletal and Ergonomics Update

Discussion:			
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Action:			
Person Responsible:		Target Deadline:	

h. Emergency Preparedness Update

Discussion:	Ongoing in light of Covid-19 Keep eye on staff news for updates. The College does not expect sanitizing to be done between every person, The College will supply masks, wipes, hand sanitizer, gloves, and paper towels. Important to read directions on containers. Nikki working on new College wide system for notification of emergencies.		
Action:			
Person Responsible:		Target Deadline:	

i. Health Centre Update

Discussion:	Currently 1 fulltime nurse gave notice, ½ nurse is now fulltime, have 2 – ½ positions currently being filled by recent nursing grads.		
Action:			
Person Responsible:		Target Deadline:	

j. Code of Practice Update

Discussion:	n/a		
Action:			
Person Responsible:		Target Deadline:	

k. Health & Safety Staffing Update

Discussion:	2 on mat leave for the next year so down 2 staff members		
Action:			
Person Responsible:		Target Deadline:	

6. New Business

a. Covid-19 Updates

Discussion:	<ul style="list-style-type: none"> • New mandatory LEARN course for staff and students online. (Clarification that students will need to complete this course.) • Security sets up hand sanitizer stations when students are expected. • Masks will be available for students. • Poster available for how to wear masks properly. Darka will order posters for LTC. • Via requires masks being used in public spaces. • Requested arrows and signage for when students return. • As per All Staff Email, online check in process, security tracking to ensure we don't go over max cap for LTC. Managers are not notified when staff do on line check in. Concern staff may by-pass security to go their offices. Staff should check in with security – work alone policy.
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Action:	<ul style="list-style-type: none"> Darka to send email to David re LEARN course, do student need to complete, how will instructors know if student has completed course and language level for EAL students. 		
Person Responsible:	Darka/David	Target Deadline:	asap

b. Meeting Dates/TIMES

Discussion:	<ul style="list-style-type: none"> November 26, 2020 1:00 – 2:30 pm February 25, 2021 1:00 – 2:30 pm May 27, 2021 1:00 – 2:30 pm 		
Action:			
Person Responsible:		Target Deadline:	

MEETING ADJOURNED: 1:50 pm
Motion to Adjourn: Naomi
Second: Sherry
Carried

7. NEXT MEETING: November 26, 2020: 1:00 – 2:30 pm Room TBD

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

These are draft minutes and will be approved at the November 26, 2020 meeting.

Management Co-Chair Signature:

Employee Co-Chair Signature:

 Darka Burczynski, Date

 Sherry Seymour 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.