

**Workplace Safety & Health Committee
Language Training Centre
November 26, 2020 1:00 pm – 2:30 pm
MS Teams**

MINUTES

Committee Members:

Management Members:

- Co-Chair** Darka Burczynski, Office Manager, LTC
- Alternate Name, Member Title, Department
- Stuart Schwartz, Program Manager, IRCC
- Naomi Frey, Program Manager, Regionals
- Pauline Black, Program Manager, IRCC
- Lori Lobchuk, Program Manager, IEIS

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

Employee Members:

- Co-Chair** Sherry Seymour, Instructor, LTC
- Logan Brunette, Academic Coordinator, LTC
- Simon Haywood, Instructor, LTC
- Maxine Fehr, Instructor, LTC
- Valerie Howat, Program Facilitator, LTC
- Carmen Puente, Administrative Assistant, LTC
- Instructor to be named
- Alejandra Guerrero, Student

Alternates:

- Alternate Name, Member Title, Department
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- 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:

1:02 pm

1. WELCOME AND INTRODUCTIONS

Round table introductions

Welcome to Maxine and Alejandra

2. REVIEW AND ACCEPTANCE OF AGENDA

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

3. REVIEW OF PREVIOUS MINUTES

August 27, 2020
Motion to accept August 27, 2020 minutes: Logan
Second: Valerie
Carried: Carried

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. Waiting to hear back from Wpg Police on their training Sherry has been in touch with someone who does meth training – 4 hours training now available. Cost is \$500 for the 4 hours workshop. 		
Action:	Sherry to Email David the details he will approach Jodi.		
Person Responsible:	Sherry/David	Target Deadline:	

c. Satellite/ Regional updates Tabled till next meeting

Discussion:	<ul style="list-style-type: none"> Were F2F blended accessing Via, Arborg and Steinbach. Paused F2F Nov 12 Steinbach LTC location site is closed can access the office use of the location is closed. 		
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"> Welcome to Maxine Fehr new staff member and Alejandro as a student member. 		
Person Responsible:	All	Target Deadline:	ongoing

e. Student COVID learn course

Discussion:	<ul style="list-style-type: none"> Is there a student course that they need to complete? 		
Action:	<ul style="list-style-type: none"> David will check and email committee. 		
Person Responsible:	David	Target Deadline:	

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

Discussion:	• None		
Action:			
Person Responsible:	David Malo	Target Deadline:	

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. Nothing that was needed to be reported to MB Health and Safety.		
Action:			
Person Responsible:		Target Deadline:	

d. Review Right to Refuse Investigations

Discussion:	• A staff member in Welding exercised his right to refuse it was dismissed by the province.		
Action:	Training still required		
Person Responsible:	David Malo	Target Deadline:	On Return to LTC

e. Review of Safe Work Procedures (SWPs)

Discussion:	• 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:	• Perhaps through WebEx.		
Action:	Training to be done virtually.		
Person Responsible:	David Malo	Target Deadline:	ongoing

g. Musculoskeletal and Ergonomics Update

Discussion:	• Susan does ergonomic assessments virtually		
Action:	Contact Susan		
Person Responsible:	Susan	Target Deadline:	ongoing

h. Emergency Preparedness Update

Discussion:	<ul style="list-style-type: none"> Mass notification system one system to notify people by person choice of notification. Sent by email, over computer, text messaging. 		
Action:			
Person Responsible:	Nikki	Target Deadline:	ongoing

i. Health Centre Update

Discussion:	<ul style="list-style-type: none"> Busy with nursing immunizations and flu clinics. Health Centre staff updates in all staff email 		
Action:			
Person Responsible:		Target Deadline:	

j. Code of Practice Update

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

k. Health & Safety Staffing Update

Discussion:	<ul style="list-style-type: none"> Email on Health and Safety Staffing update will be sent out in the near future on staffing updates. It is time for committees to review the “terms of reference” Membership for Committee – talk about membership to ensure members are interested in being on the committee. Recommended new members every 2 years (not enforced). Will the LTC committee still exist when our move to Innovation Centre? 		
Action:			
Person Responsible:	Committee	Target Deadline:	

6. New Business

a. Covid-19 Updates

Discussion:	<ul style="list-style-type: none"> Check updates on all staff emails, as policy can change daily. Complete Provincial Covid-19 questionnaire prior to going on campus. Security sets up hand sanitizer stations when students are expected. Masks are available for students. Poster available for how to wear masks properly. 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. WHMIS – Maxine – do students need this if on campus – David yes they need to understand WHMIS. Maintain distancing. 		
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Action:	<ul style="list-style-type: none"> Maxine to email David on WHMIS for low level English learners. 		
Person Responsible:	Maxine	Target Deadline:	asap

b. Covid-19 & LTC Operations

Discussion:	<ul style="list-style-type: none"> A) Staff who are on campus have they completed the Learn course. B) Onsite check ins for LTC – student and staff numbers vs building capacity C) Computer Lab drop-ins with Digital Immersion Instructors Naomi - On average 2 students per week accessing drop in lab sessions at VIA, 0 regions. On campus PM, admin, DII and very few students. When F2F never exceeded capacity. When someone arrives at LTC asked to sanitize and did you complete the self-screen check in. In labs staff go over check in with students. Follow procedures set out by College. David not a problem to have people come in. Naomi – received approval as it is essential service to help students with technology. LTC security keeps track of who is in and when. DII keep track of students who drop in, their names, and times goes back to security. Sherry asked if Simon has been given instructions on how to clean keyboards etc. Simon yes cleans his area, has students do the same at beginning and at end of lab time. D) Plain language messaging to our learners Some students may not be able to understand messaging – can have students contact student support staff regarding covid-19. 		
Action:	<ol style="list-style-type: none"> How many staff have completed LEARN Covid-19 Course – PM, Darka How to run reports in LEARN – Darka Who keeps the sign in sheets about who is in the LTC - security? – Darka PM remind instructors that student support staff are there to support students. 		
Person Responsible:	Darka	Target Deadline:	

7. Request Response from Employer

MEETING ADJOURNED: 2:33 pm
Motion to Adjourn: Valerie
Second: Alejandra
Carried

8. NEXT MEETING: February 25, 2021: 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 February 25th, 2021

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.