

**Workplace Safety & Health Committee**  
**Paterson GlobalFoods Institute**  
**March 9, 2021**  
**2:30 p.m. – 4:00 p.m.**  
**VIRTUAL**

**MINUTES**

**Committee Members:**

**Management Members:**

- Co-Chair Karen McDonald**, Chair,  
School of Hospitality & Culinary Arts
- Kirk Johnson, Dean, Schools of Hospitality & Culinary  
Arts; Business, IT, Creative Arts
- Kylie Clark, Manager, Residence Services

**Alternates:**

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- Tara Wiebe, Coordinator, Residence Services

**Employee Members:**

- Co-Chair Blair Mineault**, Instructor,  
School of Hospitality & Culinary Arts
- Terry Gereta, Instructor  
School of Hospitality & Culinary Arts
- Warren Pendree, Instructor,  
School of Hospitality & Culinary Arts
- Richard Warren, Instructor,  
School of Hospitality & Culinary Arts
- Branden Wryha, Research Technician,  
Prairie Research Kitchen
- Tyler Parsons, Administrative Assistant,  
School of Hospitality & Culinary Arts
- Graham Martin, Operations Supervisor,  
School of Hospitality & Culinary Arts
- Nick Brown, Assistant Maintenance Manager,  
School of Hospitality & Culinary Arts
- Karl Oman, Instructor,  
School of Hospitality & Culinary Arts (as alternate for Warren Pendree/Kristen Chemerika-Lew)

**Alternates:**

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- Gail Walker, Educational Assistant  
School of Hospitality & Culinary Arts
- Kristen Chemerika-Lew, Instructor,  
School of Hospitality & Culinary Arts
- Lylah Erkau, Instructor  
School of Hospitality & Culinary Arts

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

Richard Lange, Supervisory, Security	Information
David Malo, Health and Safety Officer, Safety & Health Services	Information
Theresa Niedermeyer, Health and Safety Technician, Safety & Health Services	Information
Susan Thorvaldson, Musculoskeletal & Ergonomics Coordinator	Information

**1. CALL TO ORDER: 2:32 p.m.**

**2. WELCOME AND INTRODUCTIONS Blair Mineault**

**3. REVIEW AND ACCEPTANCE OF AGENDA**

- Accepted
- Amended – if amended, list items below

**4. APPROVAL OF MINUTES FROM LAST MEETING – November 17, 2020**

- Accepted
- Amended – if amended, list items below

**5. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES – November 17, 2020**
**a. Security Update – Rick Lange**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Status quo with COVID-19. No major incidents at PGI and nothing serious to report since last meeting.</li> </ul>		
<b>Further Action Required:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		
<b>Action:</b>			
<b>Person Responsible:</b>	Rick Lange	<b>Target Deadline:</b>	Ongoing

**b. Contractor Identification – Rick Lange**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Worked with Nick Brown and created a badge that outsiders to the building can wear when they are on-site. More work required to finalize the process/badge but:               <ul style="list-style-type: none"> <li>○ Security would be issuing and controlling</li> <li>○ Badge states RRC Approved Contractor – may need to make bigger, will definitely make brighter</li> <li>○ Will come off easily if it gets snagged on anything, as it has a magnetic backing</li> <li>○ There needs to be a “tracking code” on the badge to help tracking what is out and what isn’t</li> <li>○ Perhaps require the contractor to leave some form of ID with security to ensure they return badge at end of work period</li> </ul> </li> <li>• Safety &amp; Health Services is also working on a Code of Practice for contractors, which will require them to wear company identification of some sort (clothing, jacket, etc). This combined with the badges will really help with the identification of any contractors on RRC campuses</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>	Nick Brown to send sample badge to committee. From there, will get approval from Safety & Health as well as marketing team.		
<b>Person Responsible:</b>	Nick Brown and Rick Lange	<b>Target Deadline:</b>	Ongoing

**c. Range Hoods in Jane’s**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Graham spoke with Facilities first week of March, while the LED lights on the range hoods are in process of being replaced, however they are not finished yet</li> <li>• Range hoods have some overdue maintenance required on them that needs to be caught up on and includes the LEDs. Should get this complete in the next little while.</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 the maintenance and replace the lights. Will update committee on completion at next meeting		

<b>Person Responsible:</b>	Nick Brown	<b>Target Deadline:</b>	Ongoing
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**d. CO Monitoring in the Labs**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• There is a process in place that was distributed to all instructors by Graham Martin in January, 2021.</li> <li>• Monitors have been recalibrated as of March 9, 2021 and all are in working order.</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>		<b>Target Deadline:</b>	

**e. SWP's for 11<sup>th</sup> Floor**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Branden to check in with Kyle Andreasen on status of SWPs and will pass them along to Theresa in Safety &amp; Health Services for review/approval</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>	Branden to confirm with Kyle on SWPs and forward to Theresa. Theresa will review/approve once received		
<b>Person Responsible:</b>	Branden Wryha & Theresa Niedermeyer	<b>Target Deadline:</b>	June 2021

**f. Musculoskeletal & Ergonomics Email to Staff Working at Home**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Tyler followed up with an email to all instructors reminding them of the option to have a virtual ergonomics assessment of their work area.             <ul style="list-style-type: none"> <li>◦ Email was sent 11/25/2020</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>	Tyler Parsons	<b>Target Deadline:</b>	

**g. Emergency Preparedness Update on Marshals, Processes and Procedures**

<b>Update:</b>	<ul style="list-style-type: none"> <li>• Tyler reached out to Nicki Albus in December, 2020 to confirm current ERT members. They were listed as Karl Oman and Janelle Schneider. We advised Nicki that Janelle was no longer with the college and that Tyler would be taking her place.</li> <li>• Tyler and Karl had a meeting with Nicki on December 9<sup>th</sup>, 2020 to discuss ERT and go over some basic information/training.</li> <li>• An email was sent to all instructors on January 6, 2021 reminding them of our emergency evacuation procedures and the PGI muster point location. A request was also made for "floor sweep volunteers" and we received at least one volunteer per floor.</li> <li>• Tyler will continue to stay in touch with Nicki for any other updates, training, etc. as it relates to the Emergency Response Team</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>		<b>Target Deadline:</b>	

#### h. WHMIS Training for New Instructors

<b>Update:</b>	<ul style="list-style-type: none"> <li>Automatically registered in LEARN when they become a new employee and continue to receive reminders until it is completed.</li> <li>It was asked how often WHMIS training needs to be renewed.               <ul style="list-style-type: none"> <li>There is no expiration on WHMIS now. If they are not sure, email <a href="mailto:safety@rrc.ca">safety@rrc.ca</a> and they can advise if training is needed.</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>		<b>Target Deadline:</b>	

### 6. SAFETY AND HEALTH SERVICES UPDATE (provided by S&HS Team)

#### a. Covid-19 Student Expectations

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Reviewed the Covid-19 Student Expectations document with the committee.</li> <li>A need for this to be addressed with students again has arisen, due to the lower case numbers in the province and Covid fatigue, as we are seeing more regular occurrences of students not following the guidelines around social distancing, room capacities, etc.</li> <li>Discussed the need for all college staff (instructors, support, administration, etc) to speak with students when they see it happening, to remind them of the importance of following these guideline and to reinforce the expectations that are laid out.</li> </ul>		
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#### b. Codes of Practice

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>In the next month or two, Safety Services will be launching another round of Code of Practices. These will be sent out to everyone and posted in Staff News.</li> <li>Working Alone, Contractor Safety and Ergonomics will be among them.</li> <li>Please take a look at them when they are posted and provide any feedback you may have.</li> </ul>		
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#### c. Staff Driving Students

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>A reminder being put out to all of our committees that will also go out to all instructors, chairs, coordinators, etc.</li> <li>Very simply, staff should not be transporting students in any vehicle (personal or RRC).</li> <li>This is a liability issue that has only been made more risky due to Covid.</li> <li>There are Safe Ride programs in place through Security that this wouldn't apply to, but an SWP will need to be created specifically for this program, given the current Covid situation. Rick Lange will email David and Theresa to work on this.</li> </ul>		
<b>Action:</b>	Create SWP for Safe Ride Program through Security.		

<b>Person Responsible:</b>	David Malo/Theresa Niedermeyer/Richard Lange	<b>Target Deadline:</b>	Ongoing
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**d. Musculoskeletal & Ergonomics Update**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>In addition to these assessments being available for staff at home, they can also help with transitioning back once folks are back on campus.</li> <li>Part of this is making sure any ergo equipment at home is accounted for and coming back into the college.</li> </ul>
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**e. New Student Medical Program**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>This will be an expansion of what is being done with Covid, to include all aspects of student absence due to illness.</li> <li>This will take some of the onus off instructors for gathering medical information and notes.</li> <li>Some information on this will be coming out in the near future.</li> <li>The idea is essentially to centralize and streamline all of this to assist in handling student illness/injuries in a better/more efficient/more informed manner.</li> </ul>
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**f. WCB Rate Update**

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>The rates this year are far different than normal. Everything is way down, as so many people are home due to COVID.</li> <li>Comparing year-over-year, the rates are down about 2/3s from prior, the college costs are only about 20% and time loss is only 11% of last years' numbers.</li> </ul>
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**7. NEW BUSINESS**

**a. Review of Workplace Inspection Reports**

<b>Origin Name:</b>	Blair Mineault	<b>Date of Origin:</b>	November 17, 2020
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>Went through the inspection that was completed by Blair, Graham and Tyler on February 24, 2021. Work orders have been placed for all necessary items and there were no issues that needed more discussion through the committee to address.</li> <li>After future inspections are completed:               <ul style="list-style-type: none"> <li>Any major items that couldn't be resolved at the time of inspection, through a work order or isn't a major Safety &amp; Health issue, will be discussed with the committee.</li> <li>The inspections will also be sent to <a href="mailto:safety@rrc.ca">safety@rrc.ca</a> for tracking.</li> </ul> </li> </ul>		
<b>Action:</b>	Continue to do inspections through the year as time permits, to ensure all areas of PGI are captured and report to committee on issues as needed.		
<b>Assigned to:</b>	Blair Mineault/Graham Martin/Tyler Parsons	<b>Target Date:</b>	Ongoing

**8. 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.**

