

**Workplace Safety & Health Committee
Language Training Centre
February 25, 2021 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
- Lilliam Norori Duarte, Student

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

Guests (Guest attendance approved by Co-Chairs):

David Malo, Health & Safety Officer absent

To concern: WebEx

CALL TO ORDER:

1:06 pm

1. WELCOME AND INTRODUCTIONS

Round table introductions

Welcome to Lilliam

2. REVIEW AND ACCEPTANCE OF AGENDA

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

3. REVIEW OF PREVIOUS MINUTES

- Accepted
 - Amended
- Motion to accept November 26, 2020 minutes:
Second:
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"> Jodie will have training provided by Winnipeg Police. Will be available for all RRC staff especially downtown RRC staff. Will ask for permission to record session if done virtual . 		
Action:	Target time Fall 2021.		
Person Responsible:	Sherry/David	Target Deadline:	Fall 2021

c. Satellite/ Regional updates Tabled till next meeting

Discussion:	<ul style="list-style-type: none"> Would like to start limited F2F at Arborg and Steinbach for low literacy classes. Chair must sign off then forward to senior leadership for approval. 		
Action:	Request approvals		
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. Unknown if Committee will continue after move to Innovation Centre. Motion by Darka: Amalgamate with Roblin Centre Safety Committee and re-evaluated after 1 year. Second: Logan Carried 		
Action:	<ul style="list-style-type: none"> Recruit staff. 		
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? David asked if it was on LEARN for students and staff. It is 		
--------------------	---	--	--

	available for both, same information and requirements.		
Action:	Complete		
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:		Target Deadline:	

b. Review of Workplace Inspection Reports

Discussion:	• Training for Workplace Inspection Reporting will start when everyone is back on campus.		
Action:			
Person Responsible:	David	Target Deadline:	

c. Workplace Injury Reports)

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

d. Review Right to Refuse Investigations

Discussion:	• none		
Action:	Training still required		
Person Responsible:	David Malo	Target Deadline:	On Return to Campus

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 and in person. Will be left until Fall		
Person Responsible:	David Malo	Target Deadline:	Ongoing

g. Musculoskeletal and Ergonomics Update

Discussion:	<ul style="list-style-type: none"> 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"> none 		
Action:			
Person Responsible:		Target Deadline:	

i. Health Centre Update

Discussion:	<ul style="list-style-type: none"> Busy with nursing immunizations and flu clinics. 		
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"> Down 2 staff currently. 		
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.
Action:	<ul style="list-style-type: none"> Ongoing

Person Responsible:		Target Deadline:	
----------------------------	--	-------------------------	--

b. Covid-19 & LTC Operations

Discussion:	<ul style="list-style-type: none"> a) Staff who are on campus have they completed the Learn course. Lori asked how Safety is tracking Staff and Students completion of course. b) Onsite check in for LTC – student and staff numbers vs building capacity, currently under capacity limits. c) Computer Lab drop-ins with Digital Immersion Instructors currently not happening. 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. <ul style="list-style-type: none"> Go through RRC website to flag spots that need fixing - report back to David - Logan and Maxine willing to work with Sherry on this. 		
Action:	<ul style="list-style-type: none"> Sherry to email report on where language needs to be changed on RRC website. David to check on how Safety is tracking Staff and Student completion of Learn course. Darka will see how to run report on LTC staff and email David the report. 		
Person Responsible:	Sherry, Maxine, Logan David/Darka	Target Deadline:	Next meeting

7. Request Response from Employer:

MEETING ADJOURNED: 2:04 pm
Motion to Adjourn: Darka
Second: Valerie
Carried

8. NEXT MEETING: May 27th, 2021: 1:00 – 2:30 pm Room MS TEAMS

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 May 27th, 2021 meeting.

Management Co-Chair Signature:

Employee Co-Chair Signature:

Darka Burczynski May 27, 2021

 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.