

**MANITOBA WORKPLACE SAFETY & HEALTH DIVISION
COMMITTEE MINUTE FORM**

<u>Name of Workplace</u>	<u>Mgmt. Members</u>	<u>Occupation</u>	<u>Attend.</u>
The University of Winnipeg 515 Portage Avenue Winnipeg, MB R3B 2E9 Tel: 786-7811 Fax: 774-2935	L. Repski H. Swan G. Pawlychka	V.P. Human Resources Exc. Director of Fac. Mgt Financial Services	Present Present Present
	<u>Employee Members</u>	<u>Occupation</u>	<u>Attend.</u>
Date: Wednesday November 26, 2008 Next Mtg: Wed., March 4, 2009 # of Empl: Approx. 800	W. Danchura G. Einarson D. Pollock J. Hanley K. Monson E. Duval D. Williams S. Wiste T. Turner	Chem. Prof. Phys Plant Ins. & Capital Acct. History Prof. Geog. Tech. Shipping/Rec. Psych. Prof. Biol. Tech. Students' Assoc.	Present Present Present Regrets Present Regrets Present Present Present

Resource persons B.Doran, L. Cann, and M. Grainger from The University and W. Blacksmith from Chartwells were also present at the meeting.

A. APPROVAL OF AGENDA AND MINUTES
Amendment to the Minutes of September 24, 2008

Under B. 5. The Minutes should read "Once the edits have been made, the AMP will come to the Asbestos Management sub-committee for approval."

Minutes approved D.Williams/H.Swan

B. BUSINESS ARISING FROM THE MINUTES

1. Smoking – Smoking by students from the Collegiate continues to be a problem. The University Smoking Policy does not contain any repercussions for those found smoking on University property. L.Repski and H.Swan will discuss the issue with the Dean of Collegiate and report back to the committee.
2. Feral Cats – Trapping has now ceased and there is a significant reduction in the feral cat population. The committee agreed that Dave Smith be thanked for all the work he has done in helping to alleviate the problem.
3. Poster Policy – Report back to the next meeting.
4. Asbestos – The Asbestos Management Program has been approved by the sub-committee and same will be communicated to all faculty and staff. There will be training for Physical Plant and Awareness courses for faculty and staff. The Asbestos Management Program can be viewed by committee members. L. Repski will provide an Executive Summary to committee members.
5. Candles on Campus- D.Pollock surveyed a number of Universities that are members of CURIE. The following proposal was brought forward for approval:

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING.

From the insurance and risk perspective, we recommend the following occur with regard to the entry of small appliances and candles entering the parameters of The University of Winnipeg campus:

- That all small appliances must be CSA approved and that prior to usage on the campus a member of the Physical Plant Department approve the safety for usage of the appliance.
- That open flames such as candles or lanterns, except for laboratory equipment, are not permitted on campus as they are considered fire hazards
- The policy will not apply to equipment purchased with University funds through the University's Purchasing Department

Motion to accept this policy: H.Swan/G.Einarson
Carried

The policy will be presented to the Senior Executive Group for implementation.

Laboratory Equipment – Tech Services used to service specific equipment during the summer and approve its usage. The Lab subcommittee will review past practices and bring back a draft motion to the committee.

C. REPORTS FROM THE SUBCOMMITTEES

1. Radiation – No report
2. Health – No report
3. Fire – No report
4. Laboratories – No report.
5. Workshops – A summary report was distributed and discussed. With regard to ladders, Physical Plant will provide guidelines for purchasing ladders.
6. General Inspection – L.Repski, E.Duval and D.Klym did an inspection of Lockhart and will provide a list to Physical Plant. No immediate, critical action is needed.
7. Security – No report.

D. SAFETY INCIDENT REPORTS SUMMARY

A summary report was distributed and discussed.

L.Repski reported that on November 22nd a mercury thermometer was broken during a CareerTrek class. Miller Environmental was called in to clean the spill.

On November 25th, some staff members were locked in an elevator in Lockhart and the emergency button did not respond.

E. SAFETY PROGRAM - No report

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An Aurora staff member fell and sustained injury. H.Swan will contact this person to ensure an Accident Report is completed.

It was noted that all accidents on campus should be reported and an Accident Report completed. The Accident Report should also be on-line.

F. OTHER BUSINESS

M. Grainger will be meeting with the Vice-Presidents to determine next steps for the Emergency Preparedness Plan. Meetings will also be held with faculty and student executives. A report on these meetings will be brought back to the committee.

H. Swan reported that COPSE will be granting the University extra funding for upgrades to many existing problems. Also included in the funding is the Emergency Operations Centre. An announcement on the funding will be made by the President and COPSE in the near future.

G. NEXT MEETING

The next meeting of this Committee will be held on the following date: **March 4, 2009**

IN MY OPINION THE ABOVE IS AN ACCURATE RECORD OF THIS MEETING.

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() Management Co-chair – Laurel Repski

(X) Employee Co-chair - Susan Wiste