

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

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|----------------------------|----------------------|--------------------------------------|----------------|
| Name of Workplace | <u>Mgmt. Members</u> | <u>Occupation</u> | <u>Attend.</u> |
| The University of Winnipeg | Laurel Repski | V.P. Human Resources | Present |
| 515 Portage Avenue | Hugh Swan | Exc. Director of Fac. Mgt | Present |
| Winnipeg, MB R3B 2E9 | Gary Pawlychka | Assoc. Controller, Financial Svcs | Present |
| Tel: 786-7811 | Len Cann | Asst. Director, Eng. and Maintenance | Present |
| Fax: 774-2935 | Chris Rarick | Acting Director, Security Services | Present |

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|------------------------------------|-------------------------|----------------------|----------------|
| | <u>Employee Members</u> | <u>Occupation</u> | <u>Attend.</u> |
| | Harald Weigeldt | Phys Plant | Absent |
| Date: Wednesday, November 25, 2009 | Deanna Pollock | Ins. & Capital Acct. | Regrets |
| Next Mtg: Wed. March 10, 2010 | James Hanley | History Prof. | Regrets |
| # of Empl: Approx. 800 | Kim. Monson | Geog. Tech. | Present |
| | Ed DuVal | Shipping/Rec. | Present |
| | Doug Williams | Psych. Prof. | Regrets |
| | Gerry Narynski | Collegiate Prof. | Present |
| | Susan Wiste | Biol. Tech. | Present |
| | Cass Elliot | Students' Assoc. | Present |

Resource persons Dara Klym, Shelley Mangiacotti and Martin Grainger from The University were also present at the meeting.

A. APPROVAL OF MINUTES OF September 23, 2009

The Minutes of September 23, 2009 were approved as distributed.

Minutes Approved: Ed DuVal/Hugh Swan

...CARRIED

B. BUSINESS ARISING FROM THE MINUTES

1. Water Fountains Project – Len Cann reported that fountains have been distributed to-date. Will look at suggestions for recommended spots to locate any additional fountains. These fountains will be put in all new buildings. There is one problem area – 2nd floor of the Manitoba Centre; this installation may not happen.
2. Smoking Policy – Laurel Repski pointed out that the committee needs to decide to have No smoking at all or smoking only allowed in designated areas. The concerns with no smoking at all is that the public also comes on campus, there is no teeth from Administration for offenders, therefore whose responsibility is it to police the policy.

Problems areas: Outside Lockhart Hall, outside Rice building, Spence mall and west side of McFeetors Hall where smokers flick their butts into the Daycare area.

Committee: Some members feel smokers should be punished; some members The University should have designated smoking areas. Vote determined that designated smoking areas will be provided.

The policy will be amended to include the designated smoking areas.

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

() Management Co-Chair – Laurel Repski

(X) Employee Co-Chair – Susan Wiste

That the area north of McNamara Hall be a designated smoking area and the map updated.
...CARRIED

Alternative motion: Doug Williams/Ed DuVal

That the Smoking Policy be removed from all future agendas

- 4 in favour
- 3 opposed
- 1 abstained

3. Poster Policy – This policy completed. Not posted on the website yet. One issue from the formalization of the policy is that anyone using tape for hanging posters will be in violation of the policy.
4. Asbestos Management Program –
 - 2 info sessions have been held; approximately 10 and 20 attended these sessions.
 - Clarified many questions people had about the Asbestos Management Program.
 - One email received from someone unable to attend one of these sessions; asking for the info.
 - It is documented when asbestos is removed from a location.
5. Emergency Response Framework –
 - Emergency Operations training cancelled because of the threat for November 15th.
 - There are 2 possible dates in January 2010 to reschedule.
6. H1N1 Flu Update –
 - Absences are not out of the ordinary.
 - The province has opened the clinics to the general public.
 - A poster has been sent for posting to advise students and staff.
 - Marty explained that there 2 types of verification when a person is diagnosed with H1N1. There is Doctor confirmed (without lab testing) and laboratory confirmed. MB Health is only conducting lab testing on patients who have been hospitalized with suspected H1N1.
7. Small Appliance & Candle Policy Update –
 - No update.
 - Laurel will follow-up
8. Spence Street –
 - Stone has been put on the path; there are a few deficiencies
 - The parking lot where the greenhouse was planned is now not happening until Spring 2010. This parking lot will be scramble by ticket spitter.
 - The greenhouse will be operated by Diversity Food Services.
 - In the greenspace a 13 cubic metres of sewer water will be installed. The City of Winnipeg will pay for the installation of this and the U of W will use the grey water for irrigation.
 - The traffic signal at Ellice and Young is most likely approved. This needs to be completed by March 2010.
 - Furby Place – Doing a cost benefit analysis of a cistern to ensure this is actual water savings; this review is back on the table.

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9. Field Work Policy –

- Should it be taken through the Chairs Committee?
- The liability happens during the travel to where the class is being done. Once the class is at their location, it falls under the same guidelines as at the U of W.
- Volunteers to be on sub-committee: Deanna Pollock, Susan Wiste, Dara Klym.
- It was asked if this policy will usurp the Collegiate Policy. It was noted that Collegiate needs to conform to the Workplace Safety legislation and MB Education policies.

10. Bus Depot Parking Access –

- Accessible by Salto card – this is done.
- Strike a sub-committee to review this.

C. REPORTS FROM SUBCOMMITTEES

1. Radiation

Dara is currently working on Annual Compliance report for the CNSC.

2. Health

No report

3. Fire

The 1st Fire Drill in Collegiate was held recently; it went well however the President's Office did not participate. New fire panels were installed last week; this will help the Fire Department. It was noted that the alarms don't sound in the office of Bulman Centre; the speakers are not working.

4. Laboratories – No report.

5. Workshops – No report.

6. General Inspection - No report.

7. Security –

Security threat Nov. 15th; went well received positive comments.

D. SAFETY INCIDENT REPORTS SUMMARY

The report was reviewed as distributed.

E. SAFETY PROGRAM – no report

F. OTHER BUSINESS

1. Emergency Operations Update – Covered in section 5 above.

2. Security Threat – Marty and Chris

The Operational Plan was followed which worked well; received positive response from Staff and Students.

The lessons learned from this experience have been reported to Laurel.

A longer-term threat plan to be prepared with Security; Winnipeg Police will be doing an audit of any deficiencies. What comes from this audit will determine who this will be presented to and decisions to be made.

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Our investigation found that other universities ignore these types of threats, but we don't feel this is an option for us.

All cleaners are being trained to recognize and point out to Security if they see anything written on the walls, etc.

3. Workplace Violence – Laurel Repski

Need to strike a sub-committee to hold consultations with staff, students and faculty to identify and assess the risk of violence in the workplace and then develop a policy.

Sub-committee will attempt to complete consultations by January 31, 2010.

Volunteers: Cass Elliott, Kim Monson, James Hanley, Chris Rarick, Dara Klym and Laurel Repski.

G. NEXT MEETING

The next meeting will be held on March 10, 2010.

H. Laurel Repski/Hugh Swan moved to adjourn the meeting.

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