



Workplace Safety & Health Committee
Thursday, April 21, 2022
MEETING MINUTES

Employer Members
In attendance: Al Puhach, Physical Plant Dr. Bernadette Ardelli, Faculty of Science Erin Mills, Student Services Susan Smale, Business Operations (Co-Chair)
Regrets: Scott Lamont, Administration and Finance
Worker Members
In attendance: Brent Cuvelier, (IUOE-A) Etsuko Yasui (BUFA) Genevieve Maltais Lapointe (MGEU) (Co-Chair) Madison Lambert (PSAC)
Regrets: Oksana Bihdan, Physical Plant (IUOE-D)
Guest
Ashley Taron, BUSU Eric Yang, WSH Branch Occupational Hygienist Jennifer Nakonechny, WSH Branch Officer
Resource
Donna Neufeld, Recorder Michelle Augustyn, Resource

1. Call to Order (Susan Smale, Co-Chair)

- Susan called the meeting to order @ 10:01 a.m.

1.1 Welcome Jennifer Nakonechny, WSH Branch Officer

- Susan welcomed Jennifer Nakonechny, WSH Branch Officer & Eric Yang, WSH Branch Occupational Hygienist.
- Jennifer has been a WSH Branch Officer for 15 years. She investigates workplaces to ensure they are in compliance with the WSH Act & Regulations. Visits are usually unannounced and will include worker and employee representatives wherever possible. During visits, if violations are found, improvement orders can be initiated. Depending on the severity of the risk, a stop work order could be written. A deadline is included in the paperwork that requires compliance. Extensions can be granted if the employer demonstrates that they are trying to comply with the order. Once all requirements are met and sufficiently complied, a final re-inspection report is completed.
- The University was not inspected very often in the past. Jennifer noted that the recent inspections she has completed in the past until present, BU has made positive strides.

- Bernadette stated that there has not been a Manitoba WSH inspection completed on the Brodie building in over 15 years. She further stated she and staff in the building are stressed about the numerous improvement orders they received recently.
- Jennifer noted that it is the responsibility of the University's WSH Committee to identify the hazards in the workplace. These should be done through the workplace inspections by the Committee members on a regular basis. Inspections can also be done by departments, workers, or supervisors in their own areas.

1.2 New WSH Meeting Structure

- There are foundational processes and policies being developed from scratch. The new structure should bring order and will implement some of these new policies and procedures once approved.
- There are now 2 categories of meetings – Special & Quarterly. The Special meetings will be held monthly until the foundational policies and procedures are in place. The Quarterly meetings are required and are scheduled as per the WSH Act.

2. Approval of Agenda and Minutes

- April 21, 2022 Agenda
Approved as presented by Brent/Madison.
- March 21, 2022 Minutes
Approved as distributed by Genevieve/Brent.

3. Urgent Matters

3.1. Brodie Science Workplace Safety & Health Improvement Orders

3.1.1. WSH Branch Compliance Report

- On March 15, Jennifer did an inspection of the ground floor of the Brodie Building. Eleven (11) improvement orders were issued.
- Michelle, Jennifer and Bernadette reviewed the WSH Branch Compliance Report in detail.
- For Order Number 6, Jennifer will do a re-inspection to ensure equipment has been correctly decommissioned.
- Most of the orders have been complied and some currently have extensions.
- The next compliance due date is May 2nd. Another report will be sent to WSH Branch office for review and approval.
- Once the report has been reviewed, Jennifer will determine the next steps.

3.1.2. BU Internal WSH Branch Inspection Corrective Actions Requirements Report

- This is a document for internal purposes only. It gives the WSH Committee an overview on what is being done and will assist the University in organizing a response to Jennifer's improvement orders.

4. Process Documents to Approve

4.1 WSH Safety Risk Assessment 2022 (M. Augustyn)

- The WSH Safety Risk Assessment document is an internal tool to assist with being proactive in workplace assessments.

- The form is a new concept to Brandon University, is useful and should be filled out with someone who is experienced.
- There was a concern with the wording of the first two sentences. Michelle will amend.
- Having a good safety culture in place means that Manitoba WSH is not called on site and required to write an improvement order, there should be a good internal responsibility system (IRS).
- If formal recommendations are presented to the employer, the employer has 30 days to provide a written response.
- Bernadette noted that Academic Deans are extremely busy and being considered building owners is not reasonable as it takes time away from their academic mission. Susan suggested that this discussion continue separately to get an overview from the academic deans.

Motion to adopt WSH Safety Risk Assessment tool with suggested amendments.

Moved by: Genevieve Seconded by: Etsuko

CARRIED

4.2 WSH Terms of Reference (M. Augustyn)

- The Committee started reviewing its Terms of Reference back in November 2021.
- The document was updated with suggestions from Committee members and finalized.
- Bernadette referred the Committee to the third page Terms of Reference, Terms of Office, second and third bullet. She stated that she is unable to meet the expectations and should be stepping down, but she does not have anyone to replace her.
- There was an in-depth discussion on replacements for Committee members who may no longer be able to serve on the Committee. It was agreed that Michelle would work on wording around, 'If a member is unable to serve...' and 'would give at least 2 months' notice'.
- Ashley requested a modification to the last bullet point under Committee Structure. It was agreed that another bullet would be added that BUSU is considered an Ex-Officio member of the WSH Committee.

ACTION: Michelle will update the Terms of Reference with items discussed and Donna will circulate for comments. Susan confirmed that the Terms of Reference will be adopted once there is consensus with the Committee members.

4.3 WSH Committee Inspection Checklist Guide (M. Augustyn)

- Michelle reviewed the WSH Committee Inspection Checklist Guide. This document will be a helpful, evolving guide for Committee members doing building inspections.
- Michelle will attend building inspections with any members who requires her assistance.

Motion to adopt the Inspection Checklist Guide as presented to be used as a tool in completing building inspections.

Moved by: Madison Seconded by: Genevieve

CARRIED

4.4 WSH Committee Inspection Corrective Action Recommendations form (M. Augustyn)

- This form should be used in conjunction with the Inspection Checklist Guide.
- If there are issues that need to be resolved, the Inspection Corrective Action form would be filled out & given to either Director or Dean. The Dean or Director would then review and take the appropriate corrective action as required.

- These Correction Action Recommendations Form will be reviewed at the quarterly WSH Committee meetings.

Motion to adopt the Inspection Corrective Action Recommendations form as presented to be used as a tool in completing building inspections.

Moved by:

Genevieve

Seconded by:

Etsuko

CARRIED

4.5 Workplace Safety & Health Committee Annual Building Inspection Assignment (M. Augustyn)

- This document details BU buildings and the Committee members assigned to each building.
- Ashley noted that the Knowles Douglas building was missing from the list of buildings.
- Committee members should inform Donna Neufeld as to the dates they intend to inspect their respective building. These Plans will be presented at quarterly meetings.
- Bernadette noted that the Dean of contact for Clark Hall is Dr. Spence.
- Jennifer encouraged anyone who was interested in joining MB WSH on an inspection tour of a campus building, to let Michelle know. Jennifer mentioned that she is also available to answer any questions.
- It was suggested that for the first year, to pair an experienced person with a new person, and further, to pair a worker member with an employer member.

ACTION: Michelle will modify this document to reflect the changes discussed.

ACTION: Committee members to inform Donna when their inspections will be completed.

5. Policy Documents to Approve

5.1. Violence Prevention Policy

- This Policy is currently in HR/PEC for review.
- PEC has completed their review and has now been sent to legal counsel for their review.

5.2. First Aid Policy

- This Policy has been reviewed by the Committee previously.
- The Policy outlines the requirements for First Aid kits and training; as well as what is required to be compliant with the updated CSA standards.
- Susan & Gen will be working on updating First Aid Kits in all buildings; included in this they will be determining the type of first aid kit that is required for each area, the number of first aid kits required in each building, and where the ideal locations of the kits should be.
- They will also be assessing the number of First Aiders required for each area.
- The First Aid Policy will be updated once the locations are determined.
- Physical Plant will no longer be ordering first aid supplies, Managers will be responsible for ordering their supplies from the information contained in the addendum in the First Aid Policy.
- The addenda can be changed without having to make a motion to the Policy each time there is a small change.
- Susan requested that any reference made to Charley Biggs kitchen be changed to the Down Under kitchen.

Motion to approve the First Aid Policy with amendment.

Moved by:

Genevieve

Seconded by:

Brent

CARRIED

5.3. BU Reporting a Workplace Safety & Health Serious Incident Policy

- This is the updated document that was reviewed, and changes recommended at a previous WSH meeting.
- If someone is involved in a Serious Incident and is sent to the hospital, it needs to be reported to the WSH Branch immediately.

Motion to approve the WSH Serious Incident Policy.

Moved by: Genevieve Seconded by: Etsuko

CARRIED

- Susan noted that both the First Aid and the Serious Incident Policies will be forwarded to PEC for review and approval. They will determine if they are either an Administrative or a Board Policy.

ACTION: Donna to email PEC with cc’s to Co-Chairs and Michelle, informing PEC that these Policies have been recommended for approval by the WSH Committee.

ACTION: Donna to send Doodle Poll in the Fall for available dates for the WSH Committee meetings.

6. Upcoming Meetings

Thursday, May 19, 2022	10:00 a.m. – 12:00 p.m. Special Meeting
Thursday, June 23, 2022	10:00 a.m. – 12:00 p.m. Quarterly Meeting
Thursday, July 21, 2022	10:00 a.m. – 12:00 p.m. Special Meeting
Thursday, August 18, 2022	10:00 a.m. – 12:00 p.m. Special Meeting (if needed)
Thursday, September 22, 2022	10:00 a.m. – 12:00 p.m. Quarterly Meeting
Thursday, October 20, 2022	10:00 a.m. – 12:00 p.m. Special Meeting (If needed)
Thursday, November 24, 2022	10:00 a.m. – 12:00 p.m. Special Meeting (if needed)
Thursday, December 15, 2022	10:00 a.m. – 12:00 p.m. Quarterly Meeting

7. Adjournment –Genevieve/Brent @ 11:51 a.m.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair: Susan Smale **Signature** _____

() Print Name of Worker Co-Chair: Genevieve Maltais Lapointe **Signature** _____