

**Workplace Safety & Health Committee
Monday, March 21, 2022
MEETING MINUTES**

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

1. **Call to Order** (Genevieve Maltais Lapointe, Co-Chair)
 - Gen called the meeting to order @ 9:32 a.m.

2. **Approval of Agenda and Minutes**
 - March 21, 2022 Agenda
 - Agenda item 7.12 Brodie Building Inspection was added under Continuing Business to the agenda. Approved as amended Bernadette/Oksana.

 - February 10, 2022 Minutes
Approved as distributed by Susan/Doug

3. **Approval of Agenda and Minutes**
 - 3.1. Committee Membership Document Review
 - Scott noted that this follow-up item on Committee Membership terms. As most Committee members had been serving for more than 2 years.

ACTION: Donna was asked to circulate the document.

 - Scott requested that worker members whose terms were ending in July 2022 make their unions aware that their terms are ending and have the union re-appoint the member, or appoint a new

representative. For those who are not having union meetings until later in the year, the member may continue to serve until the union replaces or re-appoints a member.

- Bernadette expressed that when her term expires, it may be difficult to recruit an academic Dean to the Committee due to the volume of the academic workload.

ACTION: Co-Chairs to formally notify the unions of the terms of their members.

- Gen spoke to the email sent with the text submission by two candidates that are interested in filling the vacant worker member role on the Committee.
- Gen confirmed that a link to Survey Monkey will be sent shortly for members to vote on the candidate of their choice. The results from the survey will be binding although vote is taking place outside the official Committee meeting hours.

4. New Business

4.1 Manitoba WSH Report Form – Ice Conditions (M. Augustyn)

- Manitoba WSH received an anonymous complaint about the hazardous icy conditions on campus. Michelle supplied the WSH office the safety precautions and actions Physical Plant had been taking. The WSH Office's reported that based on the information that Physical Plant had provided the University was doing what was reasonable and practical to address the hazards. It was decided that an in-person inspection was unnecessary at this time but requested that report be posted on the WSH bulletin board.

4.2 Manitoba WSH Compliance/Re-Inspection-Physical Plant (M Augustyn)

- A WSH Compliance Officer did an in-person inspection at the Physical Plant and gave safety improvement orders that required compliance. Physical Plant has complied with all the orders.
- When a Compliance Officer writes an improvement order, it must be addressed and evidence provided that the issues have been resolved within the due date given. If the Officer finds the improvement information satisfactory, it is considered complied, and a report is generated and sent. An extension of time can be requested in writing if an improvement order cannot be completed on time.

4.3 Manitoba WSH Compliance Report – Food Services (M. Augustyn)

- An in-person inspection was also done in Food Services and given improvement orders
- All improvement orders issues for this report have been completed.

4.4 Public Health Inspection Reports-Food Services x 3 (M. Augustyn)

- Kathleen Martin, Public Health Officer did inspections in the kitchens of Bobbies Bistro, Charley Biggs & Harvest Hall.
- Bobbies Bistro is managed by KDC and BUSU and Food Services provides the services.
- BU, BUSU and the Public Service Officer have been working together to ensure the Compliance orders are completed.
- Kathleen will be returning within 6 months to do a follow-up to confirm adherence to the Public Health's request.
- Down Under's and Harvest Hall's kitchens inspection compliance requests have been reviewed and an action plan made for each item.

4.5 New Safety webpage overview (M. Augustyn)

- Thanks to the help of Grant Hamilton and Craig Cesmystruk, this new campus safety webpage will be launched March 21 with 'Spring Into Safety' webpage. There will be a Spring Into Safety contest to encourage participants to review the webpage in more detail as they try to find the symbol.

4.6 Relocation of Mackenzie AED-Feedback review (M. Augustyn)

- Michelle received feedback about moving the AED from the MacKenzie building.

- Gen and Michelle spoke to the individuals that were concerned about the relocation, and their concerns appear to be alleviated.

5. Incident Summary Reports (M. Augustyn)

5.1. 2022 Q1 Incident Report Summary

- First three months of 2022, there has been an increase in incident reporting. From January – March, there have been 21 incidents reported.
- These reports will be included in the agenda packages going forward as well as uploaded to the BU Safety webpage. A column with the Action Taken will be added to the Incident Report Summary.

ACTION: Incident Summary Reports will be included in the agenda packages.

5.2. Glycol Spill Brodie Building

- There was a glycol spill in the Brodie Building. The incident was addressed immediately. The recommendation was for everyone to be more aware of reporting incidents in their respective areas.

5.3. Student in Elevator

- There was a student trapped in the elevator due to mechanical failure. This is another incident that should have been reported. There were no specific recommendations other than having the elevator repaired.

5.4. Student in Brodie Building

- A student that was staying/hiding out in a room in the Brodie Building had broken some lights and had been bleeding.
- None of these incidents were reported and they should have been.

6. Building Inspections (M. Augustyn)

6.1. Building Assignments to be completed – 2022 meeting

- Building inspections have resumed. The Brodie Building’s inspection in February was the first building to be inspected. Committee members in teams of 2, will be assigned to inspect buildings. Michelle created a summary sheet (WSH Inspection Guide) will be provided for use during the inspections. An Inspection Report will be provided to each building owner once inspections are completed.

6.2. Detailed WSH Inspection Checklist 2021

- Discussed above

6.3. Workplace Safety & Health (WSH) Committee Inspection Checklist Guide

- Discussed above

7. Continuing Business

7.1. Update on Committee work for the SAFEWork Manitoba Gap Analysis Audit (M. Augustyn)

- The sub-committee met recently. A detailed progress update will be given at the next sub-committee and regular committee meetings.

7.2. BU Safety Mapping update (M. Augustyn)

- Michelle, Gen & Erin have updated the new identification maps that will be available in all areas that list all safety information as well as locations of other important information pertinent to that building.

- Gen noted that work is being done on the Brodie Building as another MB WSH inspection is expected.

7.3. Committee Training – Terms of Reference (M. Augustyn)

- The last committee required training was completed in February. Included in the Committee’s Terms of Reference, there is training requirements for all members of the Committee.
- Michelle will highlight changes to Terms of Reference, and it will be included in the next Committee meeting.

ACTION: Michelle/Donna to include Terms of Reference in the next Committee agenda package.

7.4. COVID-19 Update

- The University will be keeping the restrictions (vaccine & mask wearing mandates, physical distancing, etc.) in place until the end of April. Effective April 28, the vaccine mandate will no longer be in place, physical distancing will no longer be required and masks wearing will be highly recommended.
- Signage and floor stickers around campus will be removed over the summer months.
- Classes for the Spring/Summer will be in-person with no physical distancing.
- All these updates will be subject to Public Health Orders.

7.5. WSH Committee Self-Assessment Checklist (S. Smale/M. Augustyn)

7.5.1. Does the employer consult with the committee to develop and annually review the University’s WHMIS program?

Yes. There is no expectation that the WSH Committee develop a WHMIS program; however, the Committee is aware there is a program, it is being used and it meets the recommended criteria.

7.5.2. Are committee members consulted at step two of a right to refuse?

Yes. It is a legal requirement that committee members are involved. When there is a formal WSH refusal, the employee speaks directly with their supervisor to discuss the concern, and if there is no resolution, first the worker member Co-Chair would get involved, if they are not available, it goes to the employer member Co-Chair, if they are not available then to a worker member on the Committee.

7.5.3. Does the committee make written recommendations to management?

Yes. This is currently being done.

7.6. WSH Bulletin Boards (M. Augustyn)

- All bulletin boards have been updated. Only thing currently missing is the list of First Aiders.

ACTION: Donna to create a signage for bulletin boards that states ‘First Aiders To Be Appointed’.

7.7. AED Policy Update (M. Augustyn)

- Work on the policy is in progress.
- There is a proposal to replace approximately 12 older AEDs sometime in 2022-2023. The older AEDs are no longer supported, and replacement batteries are costly.

7.8. Communication – Committee Recruitment (M. Augustyn)

- This item is no longer relevant at this time as there will be a vote on the new committee member.

7.9. Draft Violence Prevention Policy update (S. Lamont)

- It is currently in Human Resources for review. Kristen Fisher will provide her comments to PEC.

7.10. Reporting a Workplace Safety & Health Serious Incident update (M. Augustyn)

- Document has been finalized and needs to be reviewed by the Committee. It will be reviewed at the next meeting.

7.11. Library Building Smudging update (S. Lamont)

- There was a question that if an employee feels they are affected by the smell of smudging and they feel they have to leave the University, do they take sick time or medical accommodation.
- The employee needs to let their supervisor know so accommodations can be made, or the employee can be relocated. If the employee cannot be relocated, the employee should go home with their supervisor's permission and will not be required to take sick leave.
- Physical Plant will be doing further mechanical adjustments in IPC in order to minimize the amount of smudging smoke that leaves the area.
- It was suggested that the Committee Chairs think about how they inform supervisors on what to do if employees approach them about not feeling well.

Doug Pople left the meeting at 10:53 a.m.

7.12. Brodie Building Inspection (M. Augustyn)

- The Inspection Order Form was reviewed by the Committee. Brodie Building had 11 improvement orders to be completed in a month. If all these orders are not completed in a month but there has been progress made, Brodie Building can request an extension.

8. Upcoming Meetings

Thursday, April 21, 2022 10:00 a.m. – 12:00 p.m. via Zoom
Thursday, May 19, 2022 10:00 a.m. – 12:00 p.m. via Zoom
Thursday, June 23, 2022 10:00 a.m. – 12:00 p.m. via Zoom

9. 7.0 Adjournment – Susan/Brent @ 11:02 p.m.

10. 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** _____