

**Workplace Safety & Health Committee  
QUARTERLY MEETING  
Wednesday, February 21, 2024 – Clark Hall Room 104  
10:00 AM to Noon**

**AGENDA**

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- 1.0 Call to Order** (Co-Chair – Scott Lamont)
    - 1.1 Intro – Director, Physical Plant
    - 1.2 Intro – Health & Safety Advisor
    - 1.3 Intro – Worker Co-Chair
  
  - 2.0 Approval of Agenda/Minutes**
    - 2.1 February 21, 2024 Agenda
    - 2.2 November 23, 2023 Minutes
  
  - 3.0 Committee Membership Terms**
    - 3.1 WSH Committee Composition
  
  - 4.0 New Business**
    - 4.1 Elevator Breakdowns
    - 4.2 BU Safety has moved <https://www.brandonu.ca/vp-finance/>
    - 4.3 Health & Safety Forms
  
  - 5.0 Continuing Business - Updates**
    - 5.1 Disposal of Hazardous materials
    - 5.2 Fire Drill updates
    - 5.3 Procedure for Transportation of Hazardous Materials
    - 5.4 Risk Assessment – Roof Access
    - 5.5 Committee Training – MASH update
    - 5.6 Naxolone Kit update
    - 5.7 Training – Serious Incident Reporting
    - 5.8 Emergency Procedure Manual & Risk Assessment
    - 5.9 First Aid Kits
    - 5.10 First Aiders
      - 5.10.1 CPR/AED Training Session – Jan 19 2024
    - 5.11 Working Alone Policy
  
  - 6.0 Incident Summary Reports**
    - 6.1 Incident Summary Report
  
  - 7.0 Building Inspections**
    - 7.1 Building Inspection Instructions
    - 7.2 Inspection Schedule Update
  
  - 8.0 Upcoming Meetings**

Quarterly meetings –

Thursday, May 16, 2024 @ 10:00 a.m. Clark Hall Room 104

Wednesday, August 21, 2024 @ 10:00 a.m. Clark Hall Room 104

Thursday, November 14, 2024 @ 10:00 a.m. Clark Hall Room 10
  
  - 9.0 Adjournment**
-



**Workplace Safety & Health Committee**  
**Thursday, November 23, 2023**  
**QUARTERLY MEETING MINUTES**

<b>Employer Members</b>
<b>In attendance:</b> Al Puhach, Physical Plant Grant Hamilton, Marketing & Communications Leanne Barcellona, Recruitment & Retention Melanie Sucha, IT Services & Library Scott Lamont, Administration & Finance (Acting Co-Chair)
<b>Worker Members</b>
<b>In attendance:</b> Doug Pople, Career Planning Officer Frederick Swan, Physical Plant Jayvis Eisener, Chief Shop Steward Tanya Joice (MGEU), IT Services Todd Martin, HLC Warren Wotton, Physical Plant
<b>Guest</b>
Ashley Taron, BUSU
<b>Resource</b>
Donna Neufeld, Recorder

- 1.0 **Call to Order** (Scott Lamont, Acting Co-Chair)  
 Scott called the meeting to order @ 10:03 a.m.

Everyone introduced themselves and Scott welcomed the new members to the Committee.

- 2.0 **Approval of Agenda and Minutes**
  - 2.1 November 23, 2023 Agenda  
 The following items were added to the agenda under New Business.
    - Winnipeg Campus
    - Status of Women’s Review Committee
    - Incident Report details
    - Change of responsibility to Safety Officer position.
 Approved as amended by Tanya/Melanie.

- 2.2 September 14, 2023 Minutes  
 Minutes approved as distributed by Doug/Grant.

- 3.0 **Committee Membership Terms**
  - 3.1 WSH Committee Composition

- There are currently two Committee vacancies which will be filled once the Director, Physical Plant and the Health and Safety Officer positions are filled.

### 3.2 Election, Worker Co-Chair

- Darlene Paquette who is Tanya's alternate volunteered to be the Co-Chair. Since no one else put their names forward, Darlene is the new worker co-chair by acclamation.
- Tanya agreed to step aside as the main appointee to the Committee to allow Darlene to take that role.

**ACTION: Tanya will confirm with Darlene following the meeting.**

## 4.0 Workplace Safety & Health Branch

### 4.1 Search – Physical Plant, Director

- The search is underway. The first interviews via Teams are complete and the second interviews are scheduled to take place on campus.

### 4.2 Search – Health & Safety Advisor

- The deadline for this position closes on Friday, November 24.
- The search committee has been formed and the first meeting will take place shortly.
- The search committee for the Facilities Manager is also meeting shortly as the deadline was Monday, November 20.

### 4.3 Safe Work Procedures

#### 4.3.1 Biology Department

##### 4.3.1.1 – 4.3.1.8

- The Committee reviewed the 8 Safe Work Procedures from the Biology Department.

#### 4.3.2 Liquid Helium

#### 4.3.3 NMR Magnet

- The Liquid Helium and the NMR Magnet Safe Work Procedures were also reviewed by the Committee.

### 4.4 Winnipeg Campus

- Question was raised as to who was responsible for Health & Safety including building inspections at BU's Winnipeg Campus. The BU Winnipeg campus is inspected on an annual basis.

### 4.5 Status of Women Review Committee

- A document was circulated for information on the concerns from the WRC.

### 4.6 Incident Report Detail

- The Committee would like to see YTD statistical information. If stats on the incident reports indicate a pattern of recurring serious incidents, the Committee will ensure appropriate action is taken.

**ACTION: Year-to-date information will be included in the Incident Reports going forward.**

### 4.7 Change in responsibility of the Safety Officer

- The scope of the Safety Officer has changed. The position will be reporting to the VP, Administration & Finance office.

## 5.0 Continuing Business – Updates

### 5.1 Committee Training – MASH

- Manitoba Association for Safety and Healthcare (MASH) offers courses called Workplace Safety and Health Committee, Workers Safety and Health which would be the equivalent of Safety Committee Basics and the Hazard Identification & Risk Control training. There is a cost to these courses that BU was not aware of. The Acting Chair suggested that since these courses are

available to the Committee members should go ahead and sign up as they will be paid for by the employees' department of the University.

5.2 Naloxone kit

- RAs have been trained.
- Naloxone is currently being administered through injection; will soon be available or an alternative.

**ACTION: Ashley will follow-up on getting someone to come to BU to train on how to use Naxolone.**

5.3 Training: Serious Incident Reporting

- Nothing has happened with this item.

5.4 Disposal of Hazardous Material

- Nothing new to report on this item.

5.5 Procedure for Transportation of Hazardous Material

- Nothing new on this item.

5.6 Risk Assessment – Roof Access

- Some roof access is ongoing. A complete assessment has not been completed.
- PP is working with Garland to produce a report on roof assessments.

5.7 Fire Drill update

- Fire drills were supposed to be completed in the Fall.
- BU is currently not compliant.

5.8 Emergency Procedure Manual & Risk Assessment

- This is currently being discussed in the Safety & Security Committee. Updates will be brought to the Committee for information.

5.9 First Aid Kits

- Scott has reached out to the Kaylyn, Purchasing Officer to do some research on either supplying our first aid kits or purchasing new kits.
- Kaylyn and AI will work on getting information back to the Committee.

5.10 First Aiders

- There are people on campus who are interested in being trained as First Aiders once training has been scheduled.
- St. John's Ambulance has done training in the past.

5.11 Working Alone Policy

- Has not been finalized.

**6.0 New Business**

6.1 Incident Summary Report

- The Committee suggested -
  - having the last date, the report was updated included in the report;

- adding an extra column for follow-up comments; and
- change electric shock to arc flash.

**7.0 Building Inspections**

7.1 Building Inspection Instructions

- GFI plugs currently in place do not need to be changed. However, any new GFIs installed must not be installed within 3 feet of a water station.
- The following modifications were suggested for the Building Inspection Instructions:
  - 1 b. the reference to the Mechanical Room should be removed,
  - 4 d. should be updated as only PP staff will inspect Mechanical Rooms,
  - 5 a. & b. should be updated,
  - 6. should be removed,
- All labs should be inspected with an escort from the department the lab is in.

7.2 Inspection Schedule Update

- No one is currently assigned to the Rice Building. Someone in the BU Winnipeg office should be contacted to complete these inspections.
- The Knowles-Douglas – All Areas should be changed – does not include Bookstore.
- Include RDI and the Bookstore on the left side of the schedule.
- Include Marianne on daycare inspections.
- The McMaster Building will be under construction so only parts of the building can be inspected.

**ACTION: Donna will update the inspection schedule and send out invitations for the next quarter.**

**8.0 Upcoming Meetings**

Quarterly meetings -	
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Wednesday, August 21, 2024 @ 10:00 a.m.	Clark Hall Room 104
Thursday, November 14, 2024 @ 10:00 a.m.	Clark Hall Room 104

**Adjournment – Scott/Melanie @ 11:43 a.m.**

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

(X) Print name of Employer Co-Chair: Scott Lamont Signature \_\_\_\_\_

( ) Print Name of Worker Co-Chair: \_\_\_\_\_ Signature \_\_\_\_\_

Workplace Safety & Health Committee – February 2024

Employer Members

	Member	Term	Alternate	Term
1.	Grant Hamilton, Director, Marketing & Communications <a href="mailto:hamiltong@brandonu.ca">hamiltong@brandonu.ca</a>	Aug 2023 – July 2025	Sally Spiss, Accountant, Financial & Registration Services <a href="mailto:SpissS@BrandonU.CA">SpissS@BrandonU.CA</a>	Aug 2022 – July 2024
2.	Leanne Barcellona, Director, Recruitment & Retention <a href="mailto:barcellonal@brandonu.ca">barcellonal@brandonu.ca</a>	Aug 2022 – July 2024	Paige Cuvelier, Development Officer <a href="mailto:cuvelierp@brandonu.ca">cuvelierp@brandonu.ca</a>	Aug 2023 – July 2025
3.	Scott Lamont, Vice-President, Administration & Finance <a href="mailto:lamont@brandonu.ca">lamont@brandonu.ca</a>	Aug 2022 – July 2024	Allison Noto, Director, Financial & Registration Services <a href="mailto:notoa@brandonu.ca">notoa@brandonu.ca</a>	Aug 2023 – July 2025
4.	Nolan Trembath, Director, Physical Plant, <a href="mailto:trembathn@brandonu.ca">trembathn@brandonu.ca</a>	Aug 2023 – July 2025	Alvin Puhach, Facilities Manager, PP <a href="mailto:PuhachA@BrandonU.CA">PuhachA@BrandonU.CA</a>	Aug 2023 – July 2025
5.	Melanie Sucha, CIO <a href="mailto:sucham@brandonu.ca">sucham@brandonu.ca</a> (Co-Chair)	Aug 2022 – July 2024	Greg Gatien, Dean of Music <a href="mailto:gatieng@brandonu.ca">gatieng@brandonu.ca</a>	Aug 2022 – July 2024

Worker Members

	Member	Term	Alternate	Term
1.	Tanya Joice, Computer Lab Support Analyst, Information Technology <a href="mailto:JoiceT@brandonu.ca">JoiceT@brandonu.ca</a>	Aug 2023 – July 2025	Darlene Paquette, Learning Technology Assistant <a href="mailto:paquetted@brandonu.ca">paquetted@brandonu.ca</a>	Aug 2023 – July 2025
2.	Doug Pople, Career Planning Officer <a href="mailto:pople@brandonu.ca">pople@brandonu.ca</a>	Aug 2022 – July 2024	Etsuko Yasui, Associate Professor <a href="mailto:yasui@brandonu.ca">yasui@brandonu.ca</a>	Aug 2022 – July 2024
3.	Warren Wotton, Power Engineer <a href="mailto:wotton@brandonu.ca">wotton@brandonu.ca</a>	Aug 2023 – July 2025	Matt Morehouse <a href="mailto:morehousem@brandonu.ca">morehousem@brandonu.ca</a>	June 2023 – July 2025
4.	Frederick Swan, Assistant Lead Hand <a href="mailto:swanf@brandonu.ca">swanf@brandonu.ca</a>	Aug 2023 – July 2025	Kim Meadows, BSW, Physical Plant <a href="mailto:meadowsk@brandonu.ca">meadowsk@brandonu.ca</a>	Aug 2023 – July 2025
5.	Obe Abdul-Azeem, President <a href="mailto:Obeaa192@brandonu.ca">Obeaa192@brandonu.ca</a>	Aug 2023 – July 2025	Jayvis Eisener, Chief Shop Steward <a href="mailto:EISENEj37@brandonu.ca">EISENEj37@brandonu.ca</a>	Aug 2023 – July 2024
6.	Hillary Miller, Office Assistant <a href="mailto:millerh@brandonu.ca">millerh@brandonu.ca</a> (Co-Chair)	Aug 2023 – July 2025	Todd Martin, Facility Operations Asst <a href="mailto:martint@brandonu.ca">martint@brandonu.ca</a>	Aug 2023 – July 2025

Resources

	Member	Term	Alternate	Term
1.	Al Trotz, Health & Safety Advisor <a href="mailto:trotza@brandonu.ca">trotza@brandonu.ca</a>	Resource/No expiry	Not applicable	No expiry
2.	Donna Neufeld, Administration & Finance <a href="mailto:neufeldd@brandonu.ca">neufeldd@brandonu.ca</a>	Resource/No expiry	Not applicable	No expiry

Guest

	Member	Term	Alternate	Term
1.	Ashley Taron, Executive Director, BUSU <a href="mailto:ed@busu.ca">ed@busu.ca</a>	No expiry	Sean Taron, Bailey's General Manager <a href="mailto:baileys@busu.ca">baileys@busu.ca</a>	No expiry

TERMS OF MEMBERSHIP – minimum 2 years

MEETING FREQUENCY - quarterly

QUORUM – minimum 50% Employer Members, minimum 50% Worker Members



Select the type of report:  Concern  Hazard/Near Miss  Incident  \*Serious Incident

\*Definition of Serious Incident (refer to BU Reporting a Serious Incident Policy)

Location:  On Campus  On Practicum  Other \_\_\_\_\_

Incident reported on: \_\_\_\_\_ Report completed by (name): \_\_\_\_\_

Date of incident:		Time (am/pm):	
Location/Facility:		Building and Room #:	

What was the concern/hazard? Hazards can include icy surfaces, heavy objects, sharp objects, chemicals, etc.

Describe the hazard / location / incident (including any contributing physical site conditions as applicable).

Empty text box for describing the hazard/location/incident.

Did the hazard/incident result in an injury?  Yes, complete below  No, [save form and send to BUSafety@Brandonu.ca](mailto:BUSafety@Brandonu.ca)

Describe the injury: Include details regarding body parts (left or right) and physical site conditions if applicable.

Empty text box for describing the injury.

Select all categories that apply to the injury (for tracking and reporting purposes):

<input type="checkbox"/> Allergic Reaction	<input type="checkbox"/> Motor Vehicle Accident	<input type="checkbox"/> Slip/Trip, Fall - Outdoor
<input type="checkbox"/> Burn	<input type="checkbox"/> *MSI - Office Setting	<input type="checkbox"/> Slip/Trip, Fall - Outdoor - Ice
<input type="checkbox"/> Energized Shock/Contact	<input type="checkbox"/> *MSI - Other	<input type="checkbox"/> Struck Against Stationary
<input type="checkbox"/> Equipment Malfunction/Failure	<input type="checkbox"/> Pinch/Crush Body Part	<input type="checkbox"/> Struck with Object
<input type="checkbox"/> Exposure - Biological	<input type="checkbox"/> Critical Incident/Post-Traumatic Stress	
<input type="checkbox"/> Exposure - Chemical	<input type="checkbox"/> Security Concern	
<input type="checkbox"/> Improper Disposal of Biohazards	<input type="checkbox"/> Sharps - Improper Disposal	
<input type="checkbox"/> Laceration - Major	<input type="checkbox"/> Sharps - Needlestick/puncture	
<input type="checkbox"/> Laceration - Minor	<input type="checkbox"/> Slip/Trip, Fall - Indoor	
Other (describe):		

\*Musculoskeletal Injury

Did the incident result in time loss (more than the day of the incident)?  Yes  No

If yes, what was the last day \_\_\_\_\_ and time worked: \_\_\_\_\_

Did the incident result in medical attention (visit to health care provider or emergency room):  Yes  No

If yes, what is the name of the Health Care Provider seen: \_\_\_\_\_

If yes to either of the above, please complete the [Worker's Compensation Board Employee Report](#) (if applicable) and send to [BUSafety@BrandonU.ca](mailto:BUSafety@BrandonU.ca)

Individual involved in incident:

Select appropriate category:  Student  Employee  Visitor

Name:			
Employee or Student ID:		Contact #:	
Faculty/Department (Student/Employee): Destination (Visitor):			
Current Address:			
Home Address if other than above:			



**Description of Incident** - Describe what happened in detail including specific (Left or Right) body parts injured

First aid or medical assistance required?  Yes  No  Unknown

First aid or medical assistance accepted?  Yes  No  Unknown

If known, specify the type of medical assistance: \_\_\_\_\_

If known, specify who provided medical assistance: \_\_\_\_\_

Employee/student reported the incident to Supervisor/Manager/Faculty Member/Dean?  Yes  No

If yes, name of person(s) reported to: \_\_\_\_\_

**Witnesses Information**

<b>Witness #1 - Name:</b>	
<b>Contact #:</b>	

<b>Witness #2 - Name:</b>	
<b>Contact #:</b>	

**Describe Property Damage to Brandon University (if applicable)**

Save the form and send directly to the [BUSafety@brandonu.ca](mailto:BUSafety@brandonu.ca) email address

**The remaining portion of the form to be completed by the Workplace Safety & Health Advisor**

Is surveillance footage available?  Yes  No  Unknown

**Recommendation by Workplace Safety & Health Advisor**

Recommendations sent to employee or student supervisor/manager/Faculty Member/Dean?  Yes  No

Relevant Work Order Numbers: \_\_\_\_\_

Reviewed by Workplace Safety & Health Committee <input type="radio"/> Yes <input type="radio"/> No	Date: _____
Additional Recommendations/Comments from the WSHC _____	

Internal – Report # issued by WSH Advisor \_\_\_\_\_

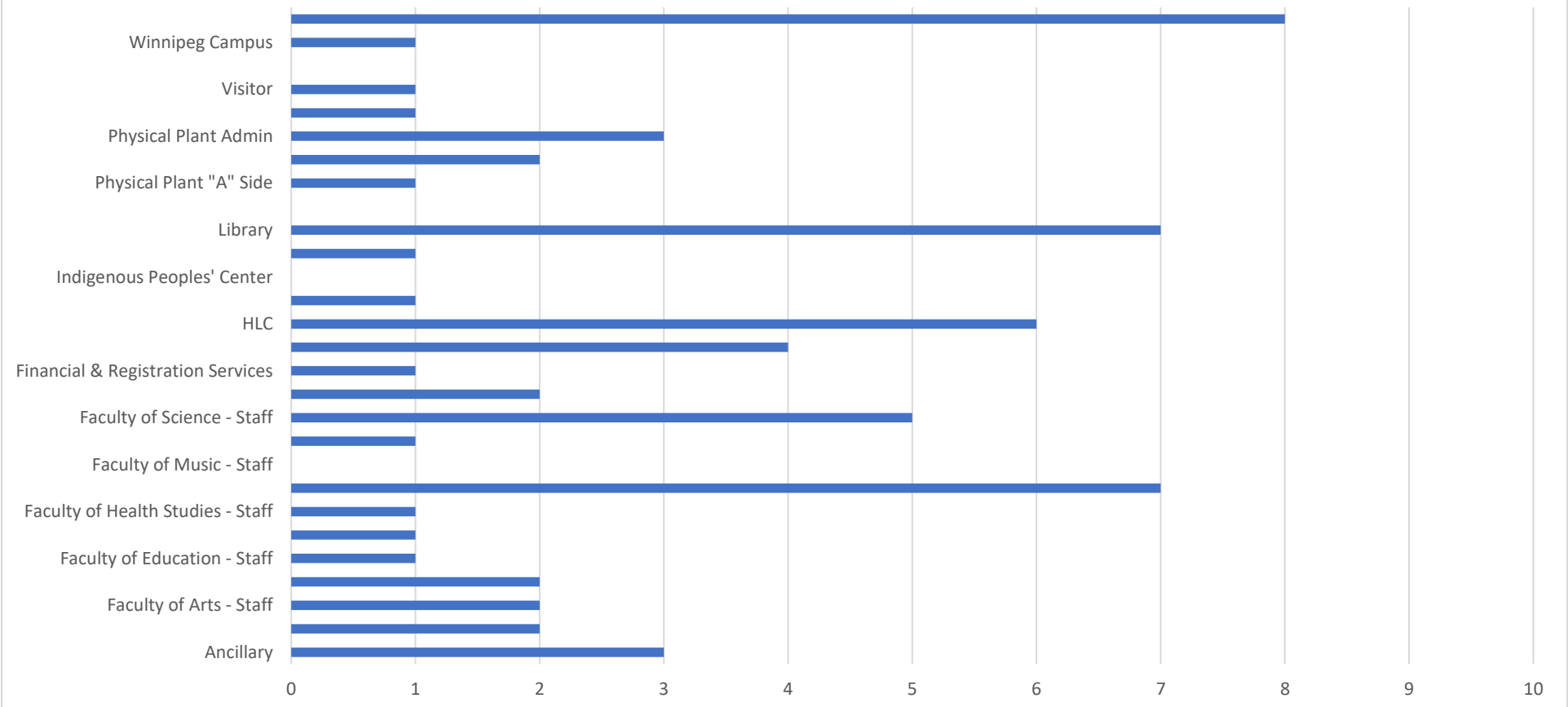


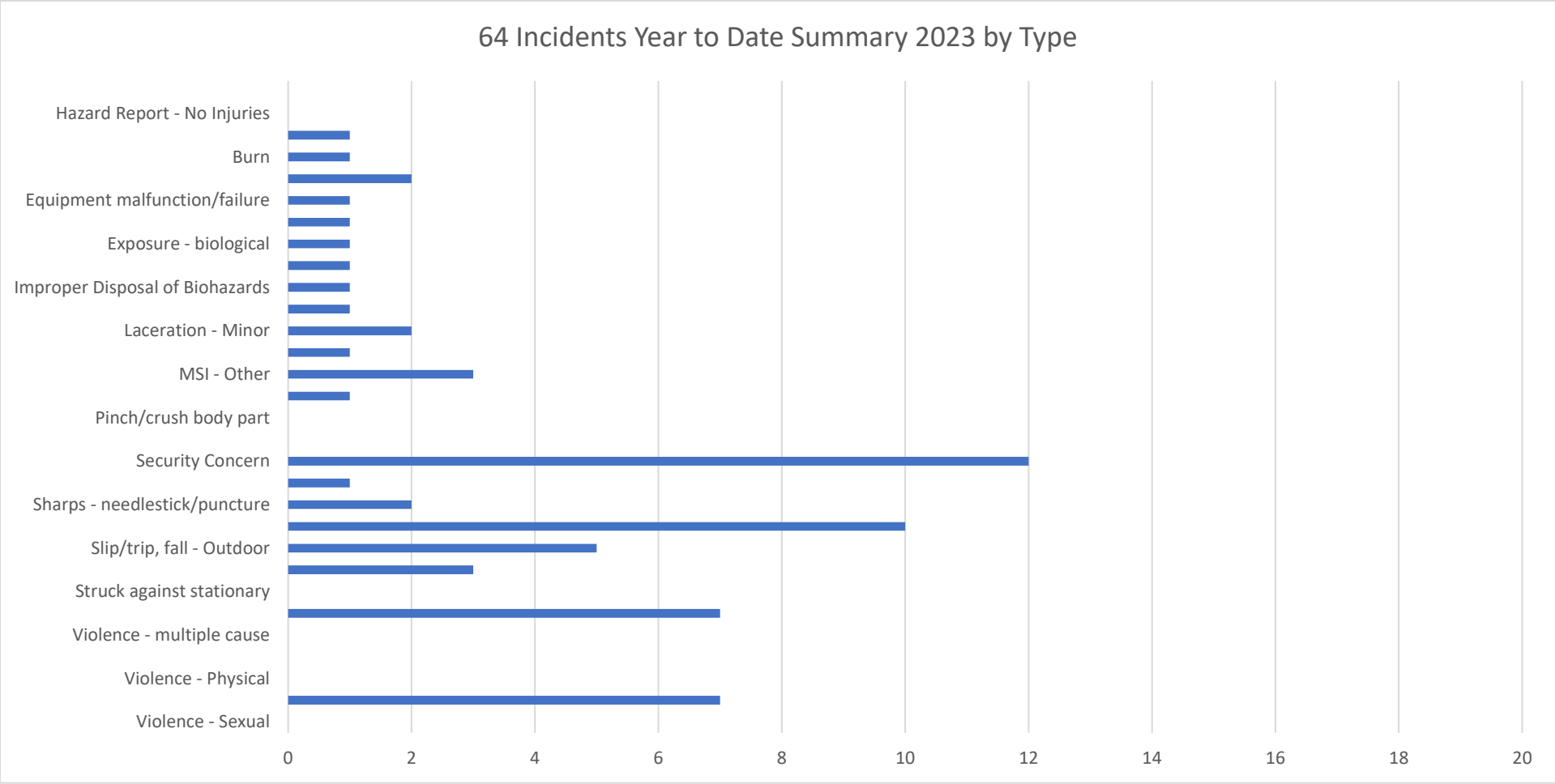
**6.1(a) 2023 Year End Incident Report**

**Incidents Year to Date Summary 2023**

By Areas	# Q1	# Q2	# Q3	# Q4	Total YTD	Types of Incidents	# Q1	# Q2	# Q3	# Q4	Total YTD
Ancillary	3	0	0	0	3	Violence - Sexual	0	0	0	0	0
Communications	0	0	0	2	2	Violence - Psychological	6	1	0	0	7
Faculty of Arts - Staff	2	0	0	0	2	Violence - Physical	0	0	0	0	0
Faculty of Arts - Students	1	1	0	0	2	Violence - non student/staff	0	0	0	0	0
Faculty of Education - Staff	0	0	0	1	1	Violence - multiple cause	0	0	0	0	0
Faculty of Education - Students	1	0	0	0	1	Struck with object	2	3	1	1	7
Faculty of Health Studies - Staff	0	0	1	0	1	Struck against stationary	0	0	0	0	0
Faculty of Health Studies - Students	6	1	0	0	7	Slip/trip, fall - Outdoor - Ice	2	1	0	0	3
Faculty of Music - Staff	0	0	0	0	0	Slip/trip, fall - Outdoor	1	2	1	1	5
Faculty of Music - Students	0	1	0	0	1	Slip/trip, fall - Indoor	5	3	1	1	10
Faculty of Science - Staff	1	2	2	0	5	Sharps - needlestick/puncture	2	0	0	0	2
Faculty of Science - Students	0	1	1	0	2	Sharps - improper disposal	0	1	0	0	1
Financial & Registration Services	0	1	0	0	1	Security Concern	2	6	2	2	12
Food Services	0	2	0	2	4	Post Traumatic Stress	0	0	0	0	0
HLC	2	1	1	2	6	Pinch/crush body part	0	0	0	0	0
Human Resources	0	1	0	0	1	MSI - Office Setting	0	0	1	0	1
Indigenous Peoples' Center	0	0	0	0	0	MSI - Other	0	1	1	1	3
IT	0	0	0	1	1	Motor Vehicle Collision	0	0	0	1	1
Library	3	3	1	0	7	Laceration - Minor	0	1	0	1	2
Paladin Security	0	0	0	0	0	Laceration - Major	0	0	1	0	1
Physical Plant "A" Side	0	1	0	0	1	Improper Disposal of Biohazards	1	0	0	0	1
Physical Plant "D" Side	0	2	0	0	2	Exposure - chemical	0	1	0	0	1
Physical Plant Admin	0	1	0	2	3	Exposure - biological	0	1	0	0	1
Student Services	0	1	0	0	1	Ergonomic Concern	0	1	0	0	1
Visitor	0	0	1	0	1	Equipment malfunction/failure	0	0	1	0	1
Volunteer	0	0	0	0	0	Electrical shock/contact	0	0	0	2	2
Winnipeg Campus	0	1	0	0	1	Burn	0	0	0	1	1
Other	2	2	2	2	8	Allergic Reaction	0	0	0	1	1
<b>TOTAL</b>	<b>21</b>	<b>22</b>	<b>9</b>	<b>12</b>	<b>64</b>	Hazard Report - No Injuries	0	0	0	0	0
64 Incidents Year to Date Summary 2023 by Area	<b>64</b>					Other	0	0	0	0	0
						<b>TOTAL</b>	<b>21</b>	<b>22</b>	<b>9</b>	<b>12</b>	<b>64</b>
						64 Incidents Year to Date Summary 2023 by Type	<b>64</b>				

64 Incidents Year to Date Summary 2023 by Area



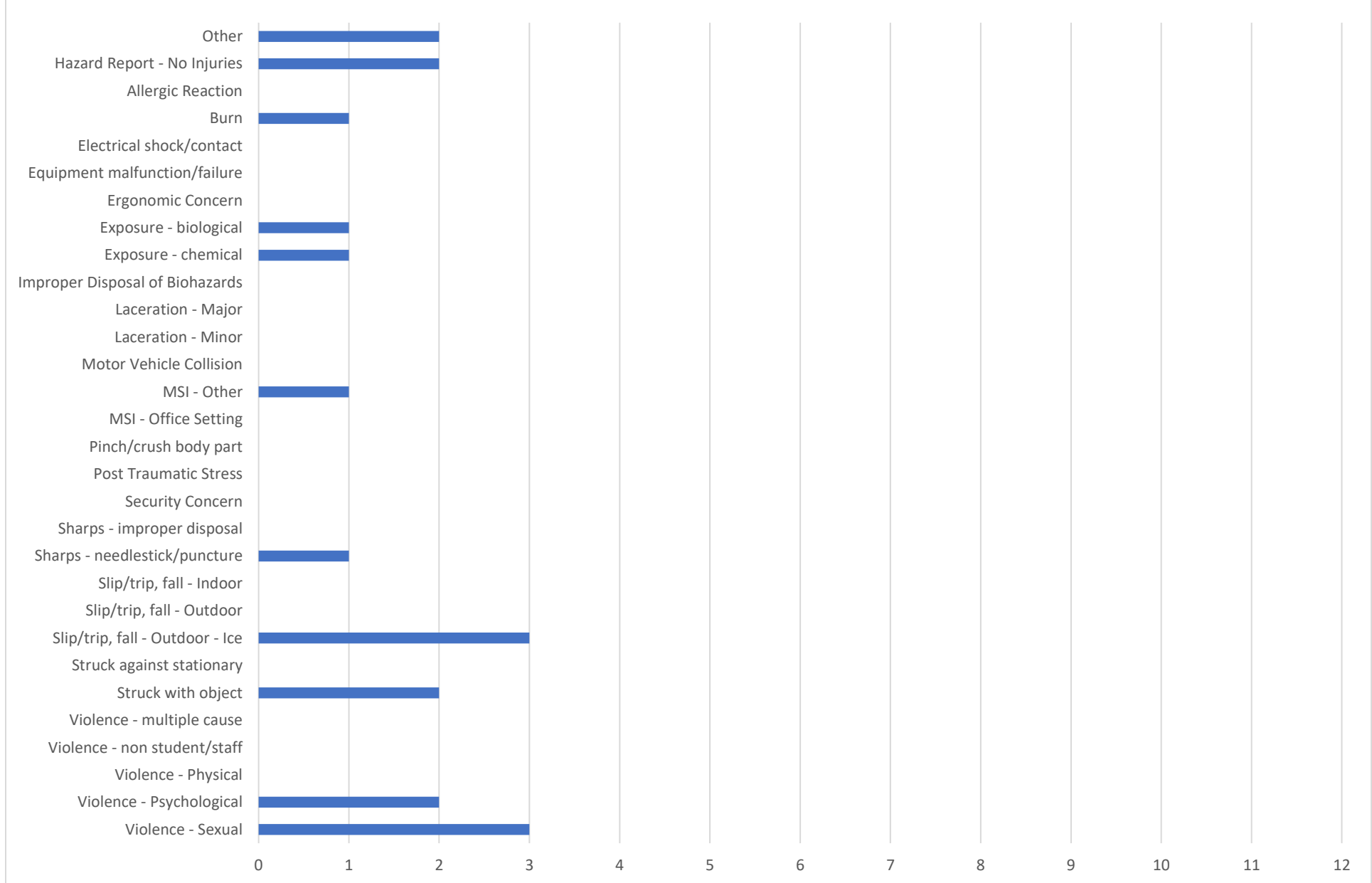


**6.1(b) Incident Summary Report (Jan 1 - Feb 12 2024)**

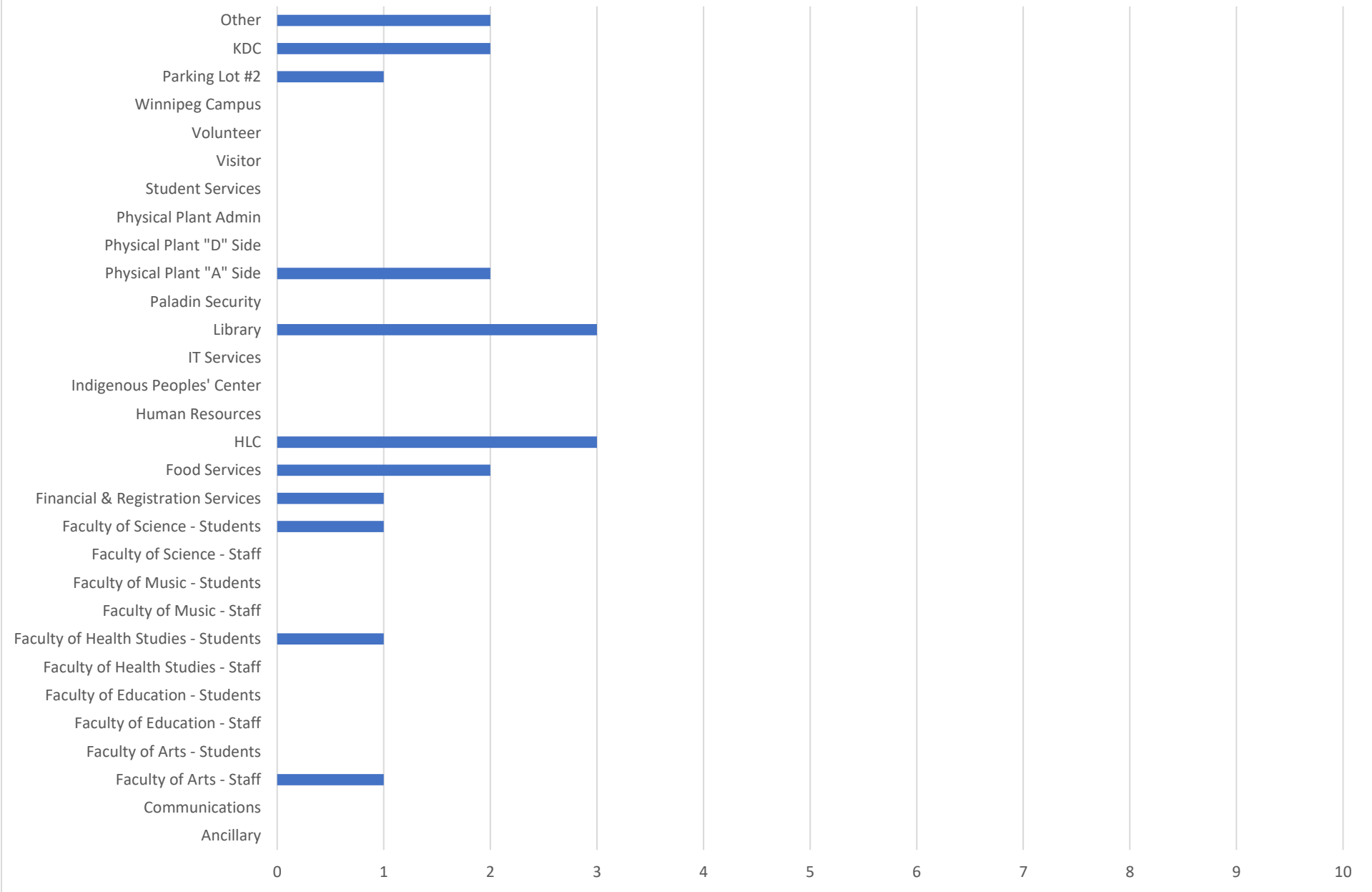
Incidents for January - March 2024

Faculty / Department	# of Incidents	Types of Incidents	# of Incidents	
Ancillary	0	Violence - Sexual	3	Report for
Communications	0	Violence - Psychological	2	01-Jan-24
Faculty of Arts - Staff	1	Violence - Physical	0	to
Faculty of Arts - Students	0	Violence – non-student/staff	0	31-Mar-24
Faculty of Education - Staff	0	Violence - multiple cause	0	
Faculty of Education - Students	0	Struck with object	2	# of incidents
Faculty of Health Studies - Staff	0	Struck against stationary	0	
Faculty of Health Studies - Students	1	Slip/trip, fall - Outdoor - Ice	3	<b>19</b>
Faculty of Music - Staff	0	Slip/trip, fall - Outdoor	0	
Faculty of Music - Students	0	Slip/trip, fall - Indoor	0	for the
Faculty of Science - Staff	0	Sharps - needlestick/puncture	1	Brandon University
Faculty of Science - Students	1	Sharps - improper disposal	0	WSH
Financial & Registration Services	1	Security Concern	0	Committee
Food Services	2	Post Traumatic Stress	0	
HLC	3	Pinch/crush body part	0	
Human Resources	0	MSI - Office Setting	0	
Indigenous Peoples' Center	0	MSI - Other	1	
IT Services	0	Motor Vehicle Collision	0	
Library	3	Laceration - Minor	0	
Paladin Security	0	Laceration - Major	0	
Physical Plant "A" Side	2	Improper Disposal of Biohazards	0	
Physical Plant "D" Side	0	Exposure - chemical	1	
Physical Plant Admin	0	Exposure - biological	1	
Student Services	0	Ergonomic Concern	0	
Visitor	0	Equipment malfunction/failure	0	
Volunteer	0	Electrical shock/contact	0	
Winnipeg Campus	0	Burn	1	
Parking Lot #2	1	Allergic Reaction	0	
KDC	2	Hazard Report - No Injuries	2	
Other	2	Other	2	
<b>TOTAL</b>	<b>19</b>		<b>19</b>	
	<b>19</b>	19 Incidents for January - March 2024 by Type	<b>19</b>	
		19 Incidents for January - March 2024 by Area	<b>19</b>	

19 Incidents for January - March 2024 by Type



19 Incidents for January - March 2024 by Area



**General Work Instructions – WSH Committee Building Inspections**

- 1) Personal Protective Equipment:
  - a. All members participating in the inspection need to wear closed-toe shoes or boots.
  - b. If a room requires Personal Protective Equipment (PPE) other than outlined in 1.a), there will be signage on or around the door prior to entering the room. E.g.: Hearing protection required.
    - i. If a laboratory requires goggles, Faculty of Science is required to provide, if Food Services requires a hair net, Food Services will provide.
  - c. Research Labs
    - i. When there is a sign on the door requiring additional PPE beyond close-toe shoes (e.g.: lab coat), the PPE is only needed if someone in the space is currently working. In other words, if no one is working in the lab, you are not required to wear the additional PPE.
- 2) Tools:
  - a. Clipboard / Pen
  - b. Inspection Form
  - c. Measuring Tape
  - d. Phone for pictures (if available)
- 3) Building Access:
  - a. If the members do not have the keys to access all areas of the building, a master key can be signed out for the duration of the inspection at Physical Plant’s Front Desk.
  - b. You are expected to inspect all areas of the building assigned to you, including labs, research labs, music studios, music theatres, and personal offices.
  - c. If you do not feel comfortable or safe to inspect a room or area, write down the room # or area to schedule an inspection later with other appropriate individuals (e.g.: member of Physical Plant).
  - d. As a member of the Workplace Safety & Health Committee doing a building inspection, you have permission and are authorized to enter a room with “Keep Out” or “Authorized Personnel Only” sign with a designated Physical Plant staff member or WSH Advisor.
    - i. You cannot enter a room identified as a “Confined Space” or with a “Restricted Personnel Only” sign.
    - ii. You are only there to observe, do not touch or move any items.
- 4) Room Specific Access:
  - a. **Library Basement – Heritage Floor**
    - i. 001A Anthropology Lab - Dr. Emily Holland for alarm code door access
    - ii. 018 Forensic Anthropology Lab - Access through the 001A anthropology lab but requires access permission from Dr. Emily Holland.
    - iii. 019A Archaeology Lab - Dr. Mary Malainey for alarm code door access
  - b. **Music Building**
    - i. 2-37 inner door requires a code, ask the Music Front Desk.
  - c. **Science Building**

- i. NMR lab, see Maureen for access.
  - d. **Steam Plant / elevator rooms / Brodie penthouse mechanical room / chiller mechanical rooms**
    - i. Only Physical Plant staff is responsible for inspecting all mechanical rooms.
  - e. **Roof Access**
    - i. Physical Plant staff is responsible for roof inspections.
  - f. **Confined Space**
    - i. Only Physical Plant staff with appropriate training will conduct Confined Space inspections.
- 5) Bookshelves
  - a. Report only the bookshelves that need to be secured on the Bookshelves Risk Assessment form
- 6) Forms/Documents to be used during inspection:
  - a. Forms can be found here:
    - i. <https://www.brandonu.ca/safety/workplace-health-and-safety/>
    - ii. WSHC Microsoft Teams folder
  - b. WSH Inspection Checklist
    - i. Guide to help identify health & safety concerns during inspection
    - ii. <https://www.brandonu.ca/safety/files/WSH-Inspection-Checklist-Guide.pdf>
  - c. WSH Committee Corrective Action Recommendations Form – FRM-WSH-GEN-002
    - i. Use to document all health & safety concerns found during the inspection
    - ii. <https://www.brandonu.ca/safety/files/WSHC-Inspection-Corrective-Action-Recommendations-FRM-WSH-GEN-002-Blank.docx>
  - d. Bookshelves Risk Assessment Form – to be created
  - e. If a previous inspection has been done of the building or area, a copy of the past inspection is needed to evaluate the progress on previous concerns.
    - i. You can find the form in the WSHC Microsoft Teams files in the Inspection Folder
- 7) After the inspection is completed:
  - a. Finish filling out the FRM-WSH-GEN-002 form and submit the completed form to [BUafety@BrandonU.ca](mailto:BUafety@BrandonU.ca).
  - b. Email WSH Admin support (Donna) to confirm that the inspection has been completed.
  - c. Facility Manager will review the inspection form and triage the recommendations.
  - d. Facility Manager will email the building owner to review and accept recommended actions and if not accepted, provide rationale.
  - e. When the document has been reviewed by the building owner and the facility manager, the file is sent to WSH Admin support (Donna) to ensure it appears on the next WSH quarterly meeting.



7.2 2024 Workplace Inspection Schedule

BRANDON UNIVERSITY CAMPUS 2024 Workplace Inspection Schedule					
	2024 Q1	2024 Q2	2024 Q3	2024 Q4	Building Contacts
	January 1 - March 31	April 1 - June 30	July 1 - September 30	October 1 - December 31	
<b>Campus Exterior x 4</b>					
Spring - Summer - Fall - Winter					
<b>Physical Plant x 4</b>					
Main / 2nd / BSW Garage / Outside	Nolan/Warren	Nolan/Warren	Nolan/Warren	Nolan/Warren	Nolan Trembath
Steam Plant	Warren/Matt	Warren/Matt	Warren/Matt	Warren/Matt	
<b>Brodie Building x 4</b>					
Basement/First Floor / Outside Area	-	Etsuko/Maureen	-	Etsuko/Maureen	Dean of Science
Second Floor	Maureen/Hillary	-	Maureen/Hillary	-	
Third Floor	-	Maureen/Grant	-	Maureen/Grant	
Fourth Floor	Maureen/Grant	-	Maureen/Grant	-	
Fifth Floor/Penthouse	-	Maureen/Etsuko	-	Maureen/Etsuko	
<b>Dining Halls and Food Services x 4</b>					
Harvest Hall / Outside Areas - Loading Dock	Hillary/AI	Hillary/AI	Hillary/AI	Hillary/AI	Susan Smale
BBQ & Burger / Downstairs storage	Hillary/AI	Hillary/AI	Hillary/AI	Hillary/AI	
<b>Clark Hall / Brandon College</b>					
All Floors	Scott/Sally	-	Scott/Sally	-	Dr. Spence 701 Scott Lamont 707
<b>Library / IT / Basement</b>					
Main Floor / 2nd Floor / Outside Areas	Melanie/Tanya	-	Melanie/Tanya	-	Melanie Sucha
Basement (Heritage Floor)	-	Melanie/Tanya	-	Melanie/Tanya	Dean of Arts
<b>A.E. McKenzie / Evans / IPC</b>					
All Areas	-	Doug/Leanne	-	Doug/Leanne	Andrea McDaniel/Katie Gross
<b>QE II Music Building</b>					
All areas - inc. Music Library	Greg/Leanne	-	Greg/Leanne	-	Greg Gatie 663
<b>Health Studies</b>					
All areas	-	Scott/Darlene	-	Scott/Darlene	Linda Ross
<b>Education Building</b>					
All areas	Doug/Paige	-	Doug/Paige	-	Alysha Farrell
Daycare	Doug/Paige/Marianne		Doug/Paige/Marianne		
<b>Jeff Umphrey</b>					
Main / Second / Basement / Outside	-	Fred/Kim	-	Fred/Kim	Dean of Arts
<b>Healthy Living Center - All</b>					
Main & 2nd Floor / Workout Area / Gymnasiums	Fred / Todd	-	Fred / Todd	-	Sara Grona
<b>Flora Cowan</b>					
All Basement & Floors 1-3 Outside	AI/Darlene	-	AI/Darlene	-	Jackie Nichol
<b>Darrach</b>					
All Basement & Floors 1-3 Outside	-	AI/Darlene	-	AI/Darlene	
<b>McMaster Hall</b>					
1-5 general around floor corridors	AI/Obe	-	AI/Obe	-	
Floors 6-10 general around floor corridors	-	AI/Jayvis	-	AI/Jayvis	
<b>McMaster Complex</b>					
1st floor/ Basement / Storage Areas / Outside	-	Hillary/Allison	-	Hillary/Allison	Jackie Nichol
<b>RDI</b>					
All Areas	AI/Obe		AI/Obe		
<b>Knowles Douglas Building</b>					
All areas (Not Bookstore)	Ashley/Sean	-	Ashley/Sean	-	Ashley Taron
<b>Rice Building - Winnipeg</b>					