



Workplace Safety & Health Committee
Wednesday, February 21, 2024
QUARTERLY MEETING MINUTES

Employer Members
In attendance: Grant Hamilton, Marketing & Communications Leanne Barcellona, Recruitment & Retention Nolan Trembath, Physical Plant Scott Lamont, Administration & Finance (Acting Co-Chair)
Regrets: Melanie Sucha, IT Services & Library (Co-Chair)
Worker Members
In attendance: Doug Pople, BUFA, Career Planning Officer Frederick Swan, IUOE-D, Physical Plant Hillary Miller, MGEU, Faculty of Arts (Co-Chair) Matt Morehouse, IUOE-A, Physical Plant Tanya Joice, MGEU, IT Services Warren Wotton, IUOE-A, Physical Plant
Guest
Ashley Taron, BUSU
Resource
Al Trotz, Health & Safety Advisor Donna Neufeld, Recorder

- 1.0 Call to Order** (Scott Lamont, Acting Co-Chair)
Scott called the meeting to order @ 10:00 a.m. and introduced Nolan Trembath, Director, Physical Plant; Al Trotz, Health & Safety Advisor; Matt Morehouse, Maintenance Carpenter; as new members; and Hillary Miller, Office Assistant, as the new Worker Co-Chair.
- A round table of introductions were made.
- 2.0 Approval of Agenda and Minutes**
- 2.1 February 21, 2024 Agenda
The number 4 was missing from the last upcoming meeting listed.
Approved as amended by Tanya/Doug.
- 2.2 November 23, 2023 Minutes
The word ‘the’ needs to be removed from in front of Kaylyn in Item 5.9 under First Aid Kits.
Minutes approved as amended by Leanne/Grant.
- 3.0 Committee Membership Terms**
- 3.1 WSH Committee Composition
- Scott reviewed the WSHC membership and highlighted a few items.

- There can be up to a maximum of 12 members on the WSHC.
- Scott noted that the Employer Members & Alternates are usually appointed through the Administration & Finance office; and the Worker Members & Alternates are appointed through their respective unions. In Warren's absence, Matt will be the Member and IUOE-A will need to appoint an alternate.
- The WSHC put out a campus call to fill the 6th Worker Member & Alternate position.
- For Employer Members & Alternates whose terms are expiring, they will be asked if they wish to return to their positions on the Committee, except Scott, as he is retiring.
- PSAC will need to appoint another rep as Jayvis' term expires July 2024.
- For Worker Members & Alternates whose terms are expiring, they will be asked to speak to their unions to see if they can return or to ensure their unions are represented. Scott requested that all new or expiring reps be appointed by the Aug 21st WSHC meeting.

4.0 New Business

4.1 Elevator Breakdowns

- There were a couple of times that the elevator broke down with someone stuck in it or an accessibility student in a wheelchair stuck up on the 3rd Floor.
- There should be a process in place for when someone is stuck because there is an elevator breakdown.
- There is regular preventative maintenance on the elevators; however there has been an issue in getting parts. There will be a review of the current maintenance schedule and discussion in the near future about increasing the maintenance schedule and upgrades that may be required.
- It was discussed that if someone is stuck in an elevator, Physical Plant should be contacted, as they will contact Otis. If there is a Health & Safety issue with the person stuck, Al Trotz should be contacted.
- In the case an emergency, either Otis or Fire Services could be contacted for assistance.

ACTION: Nolan will follow-up with Otis about the delay in getting their licenses.

ACTION: Committee to look into long-term solution(s) for assisting anyone with accessibility issues when the elevator is not functioning.

ACTION: Signage on the outside and inside elevator(s) with contact information for Physical Plant, Al Trotz and possibly BU Security.

4.2 BU Safety has moved <https://www.brandonu.ca/vp-finance/>

- The BU Safety webpage has moved to the Administration & Finance page, and the new Health & Safety Advisor is now located in Administration & Finance, on the 2nd Floor in the Clark Hall building.
- Al is reviewing and updating the BU Safety webpage. There will now be a page dedicated to just Checklists and Forms.

4.3 Health & Safety Forms

- Addressed in the item above.
- Al will be reviewing Health & Safety policies.

5.0 Continuing Business - Updates

5.1 Disposal of Hazardous Material

- To accurately dispose of hazardous waste, all staff must have WHMIS training.
- Hazardous waste should be disposed of regularly.
- AI will work with Physical Plant and third parties to ensure proper disposal of hazardous waste.
- WHMIS training should be completed every 3 years.

5.2 Fire Drill Updates

- AI will work with Physical Plant to confirm the process and coordinate fire drills.
- Fire Marshalls will need to be trained or retrained on their duties during a fire drill.
- A meeting will be arranged to assess the deficiencies for each building's fire drill.
- Scott suggested that the information from previous fire drills be located and used for future drills.

5.3 Procedure for Transportation of Hazardous Materials

- WHMIS training and the SDS sheets will have the information necessary to transport materials safely.

5.4 Risk Assessment – Roof Access

- AI will look into the details of this item and get back to the Committee.

5.5 Committee Training – MASH Update

- Training needs to be done especially for any new members to the Committee.
- SafeWork Manitoba's safety training is now done virtually and costs \$300 per person.
- Manitoba Association for Safety and Healthcare (MASH)'s safety training is approximately \$100 per person.
- The Health & Safety Advisor has offered to lead in-house safety training classes for the Committee that passes minimum standard legislation.

ACTION: Donna to send the Committee an email Doodle Poll with available dates for Safety training.

5.6 Naloxone Kit

- BUSU currently has 4 naloxone kits. There are 2 doses per kit.
- Solange, Manitoba Harm Reduction has offered to do free Naloxone training for the kits with retractable needles and there are approximately 20 kits per training session.
- Ashley will forward contact information for Solange to AI and Donna.
- The idea is to have kits easily accessible throughout campus.

ACTION: Donna to send the Committee an email Doodle Poll with available dates for Naloxone training.

5.7 Training – Serious Incident Reporting

- The Serious Incident Report can be used for not only reporting serious incidents, but also hazards and near misses.
- Fill out reports with as many details as possible and include photos.
- AI would like to include a personal statement from the person involved in the incident.

5.8 Emergency Procedures Manual & Risk Assessment

- The Emergency Procedures Manual is being reviewed by the Safety & Security (S&S) Committee.

- This Committee was formed in the summer following the stabbing incident at the University of Waterloo. The S&S Committee met twice last year and there is a meeting scheduled in March.
- The 2016 campus security Paladin contract is currently being reviewed by this S&S Committee to see what services are currently being offered and possibly reach out to other security companies to see what services they are offering.
- Al T. is also on the S&S Committee as the new Health and Safety Advisor, his job description was rewritten to include emergency procedures & emergency management.
- The President has met with a number of people around campus to hear their concerns for safety. He will provide the S&S Committee with his findings.
- The President would also like to do tabletop exercises that may include other members of the Brandon community.

ACTION: Donna to find out if any members of the Status of Women Review Committee are represented on the S&S Committee.

5.9 First Aid Kits

- There are first aid supplies located in Physical Plant.
- There are a number of first aid kits on campus.
- Al noted that in the legislation Brandon University is required to have first aid kits; however, the number required should be less as the University is less than 10 minutes away from a hospital.
- Al will investigate further as there are too many kits on campus.

5.10 First Aiders

5.10.1 CPR/AED Training Session – Jan 19 2024

- A training session was completed in January 2024. Eleven staff attended.
- It is legislated that first aiders' pictures and names need to be posted in buildings, website and WSH bulletin boards.

ACTION: A poll is required to see who currently has First Aid training on campus; and who would like to be trained.

5.11 Working Alone Policy

- Scott noted that the Policy has been submitted to PEC.
- He will send a copy to Al of the Policy.

6.0 New Business

6.1 Incident Summary Report

- Al reviewed the year-to-date Incident Summary Report and highlighted some of the incidents.
- There was a total of 19 incidents. Six of the incidents reported had to do with one individual.
- There are quite a few incidents having to do with icy conditions.
- There was a discussion on the salt bins being locked. The salt bins will remain locked and if salt is required, call Physical Plant.
- There should be another communication sent to campus.

ACTION: Physical Plant will send out campus wide communication on the salt bins.

7.0 Building Inspections

7.1 Building Inspection Instructions

- The Building Inspection guidelines were updated. They are helpful when doing building inspections.
- The Building Inspection Report will be updated in the future.
- Please let Donna know when you have completed your inspections and Inspection Reports are to be sent to AI.

7.2 Inspection Schedule Update

- The Inspection invitations were sent out by Donna.

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 104

Adjournment – Tanya/Matt @ 11:38 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: Hillary Miller Signature 