



## USMC Joint Health and Safety Committee Minutes

Meeting: #2015-2016-3	Date: June 29, 2016
Location: Founders Boardroom	Time: 12:30 p.m. to 1:30 pm

<b>Attendees:</b>	
Suzanne Ramnauth, Co-Chair	Steve Koshchuk, Co-Chair
Barb Power	Doug Rothschild
Dan Brielmaier	Peter Skrepichuk
Johnathan Warda	
<b>Absent:</b>	
Richard Carter	
<b>Invited Guest(s):</b>	
Effie Slapnicar	

### Old Business

Item & Date	Action	Performed By	When
NONE			

### New Business

Item #	Action	Performed By	When
1.0	<p><b><u>Approval of the Minutes of May 26, 2016</u></b></p> <p>On a motion by J. Warda and seconded by S. Koshchuk, the Minutes of May 26, 2016 were approved.</p> <p><b><u>Business Arising, not covered in other agenda items</u></b></p> <p>No other business to report.</p>		
2.0	<p><b><u>Review of Accident Report</u></b></p> <p>S. Ramnauth reported that an accident report has been filed with regards to a housekeeper moving furniture and</p>		

Item #	Action	Performed By	When
	<p>getting injured and asked the committee for suggestions as to how to help employees follow processes and policies. It was suggested that, due to a language barrier, some employees are not grasping what is being told to them in this regard and that a visual presentation may be more effective. It was further suggested that monthly H&amp;S team meetings be reinstated in the Facilities &amp; Services department and that training be done more often and especially just prior to busy periods. Employee &amp; Supervisor Health &amp; Safety training will be done again so employees know their responsibilities as a supervisor and as an employee.</p> <p>Forms for film shoots will also be reviewed to ensure they conform to our policies and confined space training will be added to the list of training material.</p>		
3.0	<p><b><u>WHMIS 2015</u></b></p> <p>WHMIS now has a new Globally Harmonized System of Classification and Labelling for chemicals (GHS). Employers must ensure that hazardous materials are properly labeled, that MSDS's are available and offer education and training about products in the workplace.</p> <p>Training will be provided to employees again this year to ensure they understand the symbols and threats. The MSDS binder will be updated with the 2015 version. S. Ramnauth will put in a request to have a work study student complete this project.</p> <p>It was suggested that a follow up inspection of closets be done to ensure that any chemicals are properly labeled.</p> <p>S. Ramnauth will follow up on training at the next JHSC meeting.</p>	<p>S. Ramnauth</p> <p>S. Ramnauth</p>	
4.0	<p><b><u>Bill 132 – Sexual Violence &amp; Harassment Action Plan Act</u></b></p> <p>S. Ramnauth reported that a new Bill 132 will take effect in September 2016. This new Bill affects the Occupational Health &amp; Safety Act which includes workplace violence and harassment legislation. Our current policy will need to be updated and reviewed and approved by management and the Joint Health &amp; Safety Committee. Staff will need to be retrained on this policy.</p>		

Item #	Action	Performed By	When
5.0	<p><b><u>Safety Improvement Partnership Program Updates</u></b></p> <p>S. Ramnauth attended the quarterly meeting where updates on health and safety matters are provided and shared. The need for better communication in emergency situations was discussed. E. Slapnicar informed the committee that management is working on this issue and also a lockdown process which will include how manage large outside groups on campus.</p> <p>S. Ramnauth informed the committee that the Ministry of Labour does a random blitz of inspections. Their focus this year is on summer help/young workers.</p> <p>It was reported that the university has a process in place for heat stress in the workplace.</p>		
7.0	<p><b><u>Confirm Next Meeting</u></b></p> <p>The next meeting will take place in July 2016, date to be determined.</p>		
Meeting Start Time: 12:35 pm		Meeting Finish Time: 1:30 pm	

### Next Meeting

The next JHSC meeting will be held in July 2016, date to be determined.

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Suzanne Ramnauth, Co-Chairperson

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Steven Koshchuk, Co-Chairperson

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Barbara Power, Recording Secretary