Complete Name and Address of Workplace
UMB 1
University of Manitoba
c/o EHSO
Rm 191 Frank Kennedy
Winnipeg, MB
R3T 2N2

Phone: 474-6633
Fax: 474-7629

Which Committee:
OSHA
Organizational Safety and Health Advisory Committee

Meeting date: November 8, 2012
Date of next meeting: December 13, 2012
Number of employees at the workplace: 5,000 and 1,800 casual

Employer Members
- Lavallee, Linda (co-chair)
- Morin, Lyle (Alt)
- Beddoes, Jonathan
- Berscheid, Rod
- Kehler, Aubrey (Alt)
- Madziak, Bob
- Riese, Mike

Occupation
- Security Services
- Physical Plant
- Faculty of Engineering
- Physical Plant
- Security Services
- CACS
- Middle Management

Present
X
Absent
Regrets

Worker Members
- Tom Booth (co-chair)
- Bacher, Dave (alt)
- Blight, Nonko Boorberg
- Bonstein, Tammy (Alt)
- Cruz, Ronnie (alt)
- Dirks, Erwin (Alt)
- Hamelin, Daryl
- Kerchak, Colleen
- Vacant
- Mclean, Matt (alt)
- Oresnik, Ivan (Alt)
- Paquin, Justin
- Prokesch, Ruth
- Rybacki, Robert

Occupation
- UMFA
- CAW 3007
- MDSCA
- UMDSCA
- UMSU - Student
- CUPE 1482
- CUPE 1482
- CAW 3007
- EMAPS
- CUPE 3909
- CUPE 3909
- UMF
- UMSU - Student
- UMCSA
- AESES – UMS

Present
X
Absent
Regrets

Ex-Officio
- Neufeld, Terry
- Shields, Judy
- Van Delden, John

Occupation
- EHSO – Ex-officio
- EHSO – Ex-officio
- EHSO – Ex-officio

Present
X
Absent
Regrets

Guests

Date of Origin
Concern or Problem
Recommendation or Action To Be Taken
Action By (who & when)

8Nov12
Meeting commenced at 1:32 pm

1. Welcome and Introductions – T Booth
   Asked to begin the mtg with Agenda Item 4.b as he would have to leave early.

2. Adoption of Agenda for Nov 8/12
   M/S B Madziak, Mike R. All in favor. Carried.

3. Adoption of Minutes for Sept 27/12
   M/S L Morin, J Paquin. All in favor. Carried.

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

( ) Employer Co-Chair: Linda Lavallee
( X ) Worker Co-Chair: Tom Booth

Signature ____________________________  Signature ____________________________
## COMMITTEE MINUTE FORM

### Date of Origin
**8Nov12**

### Concern or Problem
**4. Business Arising:**

#### a) OSHAC Membership: Meeting Quorum and Role of Alternates

T Booth announced his intention to step down as Worker Chair. T Booth will contact all worker members to arrange a time to elect a new Worker Chair.

Reasons for poor meeting attendance were discussed which included:
- not all unions have a representative in place, and
- committee members are not sending their alternates when they cannot attend.

Numbers necessary to meet quorum: 4 members on both the worker and the management sides.

The committee discussed these questions: Are there any broader issues that could be a factor in poor attendance? Why does this committee exist? What role/power does it have? Is its purpose clear?

One task of this committee is to handle concerns which have not been satisfactorily addressed at the supervisory or LASH committee levels. None have been noted to date because LASH formation is still in the beginning stages.

OSHA’s endorsement of safety-related policies and procedures are also important. The new Fire Safety Procedure, however, did not have this endorsement, but not because it was rejected. Not enough members responded to the email requesting approval (quorum was not met so vote could not take place at the mtg).

Physical Plant’s LASH is addressing similar attendance issues by holding shorter meetings more often and keeping members accountable with an attendance sheet that is distributed with the minutes.

#### b) Safety for Supervisors – J Van Delden

A new mandatory training initiative called “Safety for Supervisors” will begin Jan 2013 for all 1100 U of M employees identified as being supervisors. Training will be offered as both in-class sessions (2 hours) and web-based modules (1.25 hours) with a quiz following the training. This training is based on the provincial model which is 8 hours long.

J Van Delden described the framework that had to be established before we could offer this training. It has been a fairly extensive process beginning with the revamping of the H&S Policy and identifying who is responsible for safety.

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### Recommendation or Action To Be Taken

- T Booth will contact all worker members to arrange a time to elect a new Worker Chair.
- At the last meeting, L Lavallee offered any interested mgmt. members the opportunity to co-chair future meetings in her place. T Neufeld will follow-up.
- Agreed upon actions:
  - Members will be reminded to attend or send an alternate.
  - Members no longer interested in participating, will be given an opportunity to resign.
  - Attendance and accountability will be stressed. Committee members accepted J Van Delden’s offer to speak with T Voss about contacting union leaders to appoint reps.

### Action By (who & when)

- T Booth
- T Neufeld
- J Van Delden

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

( ) Employer Co-Chair: Linda Lavallee

( X ) Worker Co-Chair: Tom Booth

__________________________
Signature

__________________________
Signature
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<thead>
<tr>
<th>Date of Origin</th>
<th>Concern or Problem (See reverse for completion instructions)</th>
<th>Recommendation or Action To Be Taken</th>
<th>Action By (who &amp; when)</th>
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<tbody>
<tr>
<td>8Nov12 (cont’d)</td>
<td>Documented training of supervisors is a regulatory requirement of the Province. The training will assist supervisors in identifying their own health and safety risks and then prioritizing them in a way that is reasonable and defendable. Hopefully it will also dispel fears that Provincial regulators are out to punish and send people to jail. Specific groups/departments are welcome to book their own departmental training session. By tracking attendance, senior administration will be aware of who has and has not taken the training.</td>
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<td>8Nov12</td>
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5. **New Business:**
None.

8. **Next Meeting:**
December 13, 2012

9. **Adjourned:** 2:40 pm
M/S B Madziak/M Riese

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

( ) Employer Co-Chair: Linda Lavallee

( X ) Worker Co-Chair: Tom Booth

Signature ____________________________ Signature ____________________________