**Committee Minute Form**

**Employer Members**
- Lavallee, Linda (co-chair)
- Alexander, Bruce (Alt)
- Kehler, Aubrey (Alt)
- Madziak, Bob (Alt)
- Mejia, Rudy
- Roshko, Roy
- Sisson, Janice
- Vacant

**Occupation**
- Security Services
- Physical Plant
- Security Services
- IST
- CACS
- Physical Plant
- Faculty of Science
- IST
- Medicine

**Present**
- X
- X
- X
- X

**Absent**
- X
- Regrets
- X
- X

**Worker Members**
- Tom Booth (co-chair)
- Bagavathiannan, Muthu (Alt)
- Blight, Noriko Boorberg
- Bonstein, Tammy (Alt)
- Dinoto, John
- Dirk, Erwin (Alt)
- Einarsen, Mike
- Gendron, Jeanine
- Hamelin, Daryl
- Modjeski, Jeff
- Neethirajan, Suresh
- Oresnik, Ivan
- Ostrow, Marlo (Alt)
- Quinnian, Thomas (Alt)
- Rybacki, Robert
- Sehn, Darryl (Alt)

**Occupation**
- UMFA
- CUPE 3909
- UMDSCA
- UMDSCA
- AESES
- CUPE 1482
- UMSU - Student
- EMAPS
- CAW
- CUPE 1482
- CUPE – 3909
- UMFA
- UMSU - Student
- AESES
- AESES – UMS
- AESES – Security

**Present**
- X
- X
- X
- Regret
- Regrets
- X
- Regret
- Regrets
- X
- Regrets

**Absent**
- Regret
- Regrets
- Regret
- Regrets

**Ex-Officio**
- McCaughey, Grant
- Neufeld, Terry
- Shields, Judy

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

**Present**
- X
- X
- X

**Meeting date:** November 14, 2007

**Date of next meeting:** January 9, 2008

**Number of employees at the workplace:** 5,000 and 1,800 casual

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**Date of Origin**
- Meeting commenced at 9:25 am

1. **Welcome & Introduction of Members** – T Booth
2. **Adoption of Agenda for November 14, 2007**
   - M/S J Dinoto, J Sisson. All in favor.Carried.
3. **Adoption of Minutes for October 3, 2007**
   - M/S J Sisson, D Hamelin All in favor. Carried.

**Concern or Problem**
- In my opinion, the above is an accurate record of this meeting.

( ) Print name of Employer Co-Chair: Linda Lavallee

( X ) Print Name of Worker Co-Chair: Tom Booth

Signature ____________________________________________________________

Signature ____________________________________________________________
<table>
<thead>
<tr>
<th>Date of Origin</th>
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<th>Recommendation or Action To Be Taken</th>
<th>Action By (who &amp; when)</th>
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</thead>
<tbody>
<tr>
<td>3Oct 07</td>
<td>4. Business Arising:</td>
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<tr>
<td></td>
<td>a) H &amp; S Staff Survey (AESES)</td>
<td>J Sisson reviewed the history of this H&amp;S Survey for the new members. The one issue that still needs to be addressed is whether or not the user should be identified. Do we really need to know who is completing the survey or is it enough to have the concerns addressed?</td>
<td>EHSO will circulate the most recent copy of the survey. All committee members are asked to review same and be prepared to discuss its release at the next meeting.</td>
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<td>Discussed final revisions to the survey:</td>
<td>G McCaughey 14Nov07</td>
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<td></td>
<td></td>
<td>• Anonymity will be maintained but those surveyed will be asked to identify themselves as:</td>
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<td></td>
<td></td>
<td>• Clerical/Administrative</td>
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<td></td>
<td>• Technical (including those in labs)</td>
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<td>• Custodial/Food Services/Grounds Workers</td>
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<td></td>
<td>• Trades</td>
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<td>• Under #1 Orientation include:</td>
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<td>• Were you aware that the H&amp;S Orientation is also available on the Web? Yes No</td>
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<td>• Have you completed the on-line H&amp;S Orientation that can be found at <a href="http://www.umanitoba.ca/admin/human_resources/ehso/media/OrientationGeneralAug07.pdf">http://www.umanitoba.ca/admin/human_resources/ehso/media/OrientationGeneralAug07.pdf</a>?</td>
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<td>Yes No</td>
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<td>• Ensure there is consistency between the Hazard Identification and Training Needs sections.</td>
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<td>• More H&amp;S issues to add to #3 Hazard Identification:</td>
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<td></td>
<td></td>
<td>• Ladder Safety,</td>
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<td></td>
<td>• Working at heights (covers more than ladders), and</td>
<td></td>
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<td>• Confined Space.</td>
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<td>• Other suggestions included poor labeling of containers, abandoned equipment, products that are non-identifiable etc. Staff filling out the survey can add these or other comments in the additional space provided.</td>
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<td><strong>Recommendation:</strong> The Health &amp; Safety Risk Assessment and Training Survey will be ready to send to all University staff once discussed changes are made and approval by T Voss is given. M/S J Sisson, S Neethirajan</td>
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<td>14Nov07</td>
<td>b) WSH New Regulations: Topic Discussion Sec. 8 MusculoSkeletal Injuries (MSI)</td>
<td>It is estimated that more than 60% of lost time injuries in Manitoba are due to MSI. Employers are now required to ensure risk is addressed and control measures implemented. U of M stats are probably very similar to the province and we are making good strides to comply.</td>
<td>G McCaughey</td>
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<td>• Filling out a “Green Cards”: Staff are informed of the process for reporting accidents (which includes completing a green card) at new staff orientations, information from the website and through literature from EHSO. But, still there are situations where injured workers do not report an accident and simply use sick days to recover from an injury. Filing a green card with EHSO ensures there is a paper trail should any injury have future repercussions. If an injured worker makes a visit to the doctor then WCB is also notified. This info needs to make its way down to all employees.</td>
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### Committee Minute Form

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<td></td>
<td><strong>• Approx 110 ergonomic assessments</strong> have been done this year by J Shields. MSI are often the result of bad habits and not faulty equipment so very often the outcome is anti-climactic (no new workstation). Once an assessment is made, there is an obligation on the worker to follow the recommendations. It's a grey area whether disciplinary measures are taken to enforce them.**</td>
<td>Recommendation: That all Faculties / Departments be required by Administration to establish their own LAHSC. They would begin by appointing a Faculty Rep immediately. The committee’s first order of business would be to address ways to decrease musculoskeletal injuries in their department, since this represents such a significant portion of lost time injuries at the U of M.</td>
<td>M/S R Mejia, S Neethiragan</td>
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<td><strong>• Central Admin has asked P Plant to calculate the costs to the University of complying with the new regulations. The committee should have the figures ready shortly. Admin will have to be prepared for the impact this will have on departments’ budgets. Example – steel-toed footwear costs IST $5,000/yr and P Plant $40,000 every year. The Workplace Safety &amp; Health Legislation uses the term “reasonably practicable” when describing the employers’ responsibilities. A limited budget is not an excuse for not ensuring a safe work environment.</strong></td>
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<td><strong>• Departments are ultimately responsible for providing a safe working environment. Depts like P Plant are very supportive in providing proper training and the decreasing WCB injury stats reflect this. Not all dept exhibit the same safety culture. Unions could play a very important role in this. Workers can offer ideas that perhaps mgmt hadn’t considered. Would it be possible to train one person in each dept to pass on info such as a musculoskeletal presentation – by providing “train-the-trainer” sessions? (This would be similar to the existing ‘WHMIS’ coordinator program.)</strong></td>
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<td><strong>• Discussion moved to address more than just MSI issues. Last meeting a recommendation was put forth to establish a LAHSC in Engineering. Really, every faculty /dept would benefit from having its own LAHSC.</strong></td>
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**Working Alone**

3Oct07

The Working Alone Procedure and the July 9'07 Memo to WHSAC Co-Chairs from T Voss are included in the Agenda package. In his memo, T Voss explained that the Procedure must have the approval of the bargaining units on campus – may take several months to be approved.

The Working Alone Procedure complies with the new Regs. It is the responsibility of management and/or the supervisor to identify who would be working alone, do a risk assessment and then work out a plan of action.

**Other Business**

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

( ) Print name of Employer Co-Chair: Linda Lavallee  
( X ) Print Name of Worker Co-Chair: Tom Booth

Signature  ___________________________  Signature  ___________________________
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<td>18Apr07</td>
<td>Lab Safety Training Memo from T Voss re Lab Safety Training Recommendation Timeline (included in pkg). UMFA requested 2 months to review documentation. Allow at least 4 months to go through Procedures adoption process. Information, however, is already on the EHSO web site and the presentation is available for Departments to use at their discretion.</td>
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<td>3Oct07</td>
<td>Administrative Review is still in process.</td>
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5. New Business

None.

6. EHSO Report – G McCaughey

- Take our Kids to Work Day
  On Nov 7 approx 50 students took part in this program which was sponsored together with WCB. EHSO provided the H&S component.

- Fire/Evacuation Drills are being conducted in all buildings across both campuses by P Plant, S Services and EHSO Eight buildings were completed on Nov 12. Recommendations will follow.

- Tabletop Emergency Response Exercise took place on campus on Nov 7/07. This joint effort was coordinated by the Wpg Police Service and involved approx 70 people from other universities/colleges, Police, RCMP and Central Intelligence. A worst case scenario was presented that stimulated a lot of discussion and pointed out our strengths and weaknesses. A summary and recommendations will be presented to Administration.

- J Shields reviewed the WCB stats and found encouraging results. Considerable effort has been put into decreasing the number of injuries and it is paying off. Examples were given from P Plant, Food Services, Administration and Dentistry. To calculate the percentage of injured individuals in a unit we will need to go back to the department or use HRIS. The U of M is switching from self-paying to premium paying and will be able to take advantage of cost relief.

- One serious injury occurred in which a Food Service worker suffered a concussion and bruising when the contents on a 6-foot storage rack came crashing down on her. Worker went to the hospital by ambulance. Expected to be off work for 3 weeks. The Dept has already replaced racks with more solid structures.

Other Business:

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

( ) Print name of Employer Co-Chair: Linda Lavallee ( X ) Print Name of Worker Co-Chair: Tom Booth

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<td>7Nov07</td>
<td>7. Members Round Table</td>
<td>D Hamelin - Asked whether 555 and #555 now appeared on Student and Staff cards. Yes, it is being printed on the new cards. - At an earlier meeting it was discussed to also post this emergency number on the inside of elevator doors. J Dinoto - Reported that an AESES member called him (he’s her AESES Safety Rep) to inform him that she was completing a green card. This prompted discussion on how to let staff know about the steps to report an accident. A suggestion was made to include the procedure in a payroll envelope on an annual basis. This info is already on the web. This would be another task that could be promoted by LAHSC.</td>
<td>G McCaughey will look into this.</td>
</tr>
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</table>

8. Next Meeting: Wednesday, January 9, 2008 9:00 am Room 210 Helen Glass

9. Adjourned: 11:15 a.m.

Other Business:

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

( ) Print name of Employer Co-Chair: Linda Lavallee ( X ) Print Name of Worker Co-Chair: Tom Booth

SIGNATURE _______________________________________________      SIGNATURE ________________________________________________________________