



Meeting Report

Complete name and mailing address:	Worker Co-Chair:	Occupation:	present	Regrets	absent
School of Art 313 Artlab Building 180 Dafoe Rd. Winnipeg MB R3M 0W9 Telephone #: 204.474.9367 Facsimile #: 204.474.7605 Date of Meeting: Sep 28 @ 1pm next meeting: Jan 18 th at 1pm # of employees represented: 7	Sue Stone Scott Worker members: Dan Dell'agnese Karen Schellenberg Mark Neufeld	Facilities/Events, Desautels Faculty of Music Foundations Technician Technician, Film and Theatre UMFA – School of Art	X X X X		
	Employer Co-Chair: Chris Pancoe Employer members: Amy Franck Shane Stewart Kanchana Sankaranarayanan Jame Maiello	Ceramic/Sculpture Technician Receptionist Technician, Film and Theatre Business Manager UMFA – Desautels Faculty of Music	X X X	X X	
	Guests: Joey Bellino John Dodd	EHSO coordinator EHSO coordinator		X X	

Opening Remarks
Previous minutes approved. Template for these minutes saved under S:\Office\ADMINISTRATION\Reception\LASH called SOALASHmins June 22.docx

Recommendations to the Employer		
#	Date of Notification to the Employer:	Due Date for Employer's Response:
N/A		

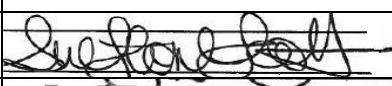

Inspection Report
N/A

Investigation Report
N/A

Safety & Health Concerns and Problems*			
Date Initiated	Concern or Problem	Action to be Taken	Assigned to
Sep 28/16	Fire warden training second session for students and staff – offered with Music	Send out invites to Art students fire training	Amy
	Red call boxes in ARTBarn – none installed	Follow up with Physical plant – project is not complete	Chris
	Wheel Chair access from artlab to tache	Follow up with why these were not installed	Kanchana
	Inspection template	Will look at I Auditor to create our own template	Sue
	AED's for our areas	Will have to look at budget and see what kind of funds we can use if music and SOA want to purchases some	Kanchana And Sue
	Flammable Materials lockers	Ongoing discussion on the requirements for each studio space to have a flammable materials locker – must look at budget to see what/ if anything can be purchases and used efficiently.	Kanchana Dan and Mark
	Physical address of Tache	Physical plant is looking into the address for Tache hall, as the fire panel is linked to 162 Dafoe – however there are about 4 addresses that can be used for tache hall.	Sue
	Art Barn welding curtains	Welding curtains – must be replaced – they are falling apart – not safe to use for welding Tache hall studio spaces do not have a strong enough draw of the vents.	Chris Kanchana And Amy

* NOTE: Any person with a safety concern is expected to bring that concern to their direct supervisor first. The supervisor is responsible for getting the concern resolved. If the concern is not resolved or not handled to the worker's satisfaction, a committee member should be contacted. It is important to keep the worker informed of the disposition of the matter. Any person may contact the Manitoba Workplace Safety and Health Division for additional

Other S&H Committee information: upcoming events, training, etc.
N/A

Co-Chair's signatures - In my opinion, the above is an accurate record of this meeting.			
	chaired meeting (x)	print name	signature
Worker co-chair	X	Sue Stone Scott	
Employer co-chair		Chris Pancoe	
If one, or both co-chairs do not agree with the minute record, comments noted:			

Distribute copies of the completed report within 7 days to:

- All of the committee members (on this committee), and
- All relevant Deans, Directors, Department Heads, and management members, and
- Environmental Health & Safety Office (EHSO) – ed.pschulski@umanitoba.ca, and
- Workplace Safety & Health Division (Province of Manitoba) – cominutes@gov.mb.ca, and
- Post on the area's dedicated Safety & Health bulletin board.

This report form is intended to record briefly and clearly, the safety and health concerns at our workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at our workplace and the MB Workplace Safety and Health Division, with information on the committee's activities and progress to date.

For more information, view the www.safemanitoba website or call Workplace Safety and Health for assistance at 204 945-3446.

The University's Health and Safety Policies and Procedures (on the Governance webpage) include:

- [Health and Safety Policy](#)
- [Safety Committees](#)
- [Safety Management Procedure](#)
- [Health and Safety Procedure – Employees](#)
- [Health and Safety Procedure – Students](#)
- [Health and Safety Procedure – Visitors and Contractors](#)
- [Health and Safety Procedure – EHSO](#)
- [Response to Health and Safety Concerns – Employees](#)