Minutes

OH&S Co-Chairs Committee Meeting
Wednesday, October 24, 2012
10:00 am to 12 noon - CW 113

Chair: Darren Cherwaty, Director, Health, Safety & Environment

1.0 Approval of Agenda
   2.2 deferred
   3.1 changed to Supervision & Safety (Darren Cherwaty)
   3.2 changed to OH&S Contravention (Darren Cherwaty)
   3.9 addition of WCB Rate Review (Darren Cherwaty)
   3.10 addition of Campus Security re: Incident (Audrey Perra)

2.0 Business Arising – Terms of Reference
Drafted and pre-circulated by Darren Cherwaty. Amendment suggestions that the Director of HSE chair the meetings and that issues as noted in the minutes be reported back to OHCs and local safety committees for discussion and review. Approved with edits.

3.0 New Business
3.1 Supervision and Safety Workshop
- Darren Cherwaty reported that he presented a basic workshop to the Information Services senior leaders and explained some of the main points of this workshop.
- Discussion/concern regarding the definition of who is a leader or supervisor.
- How this workshop can be delivered and to whom needs to be planned. A suggestion of an orientation for faculty/staff who have a supervisor role.
- ULT/UET awareness needs to be planned.
- Darren Cherwaty to work with Aldene Mason and Dave Button to design a structure on delivering this.

3.2 OH&S Contravention
- Main OHC received a letter from the Ministry of Labour Relations and Workplace Safety concerning section 41(1) of The Occupational Health and Safety Regulations, 1996. Due to lack of quorum for the pre-scheduled July and September meetings, they were not held. Adhoc October meeting was held.

3.3 2012-Q2 Data and Q2 Incident Query
- This data was shared with the main OHC and is to be shared with all OHCs and Local Safety Committees. We are not meeting the targets of the Board of Governors.
- It is the opinion that near miss reporting is low and we need to have more reporting done.
- Incident Reporting form on website. Safety Concern Reporting, which is a short fillable e-mail to Health, Safety & Environment on HSE website.
- HSE is now on twitter which can enhance reporting.
Near miss reporting is increasing.
HSE will continue to find tools to make it easier for students, faculty and staff to report.

3.4 Emergency Communication Initiative (presentation/demonstration by Wally Hurlbert)
- Alertus System has been purchased which includes LCD screens, beacons and system that is loaded on the University’s computer system along with TV monitors and can tie into the audible fire alarm systems and possibly the gyms’ p.a. system. We are funded for a basic system.
- Students will be able to download Alertus on their computers also.
- Target date for initial connection to computers and TVs set January 2013. It is anticipated that full implementation with beacons and LED signs will be in place by May 2013.
- Messages being prepared by a sub-committee.
- Messages will go out soon to a test group.
- Instructions will be in the Emergency Preparedness Guide.
- Training will be given on what to do when certain messages go out. Would like to prepare a video that would be shown to students in their classes.
- Emergency Wardens training changed and all Emergency Wardens will be trained on the new system.
- Wally Hurlbert will work with Printing Services to prepare information to be given to students.
- Concern raised about classes that run in the evenings or “outside regular work hours”.
- Question – if 10,000 students, faculty & staff try to log on to main UofR Emergency page for additional information, will the system be able to handle this? Darren Cherwaty will ask the question to Information Services.

3.5 Committee Training
- Darren Cherwaty reported that staff from HSE would have to attend 5 days of training and then train all OHC and Local Safety committee members. HSE will continue to review the options.

3.6 Temperature Control (Lauren Bradshaw)
- Temperature control and ventilation for students, faculty and staff working in off hours is a concern and in some cases can be cause concern with research.
- This issue has been discussed a committee meetings in the past.
- The HVAC systems are on a schedule based on the information that is given to Facilities Management concerning occupancy. For savings on energy, the system is cut back during off hours.
- Facilities Management has a procedure to be followed for air to be adjusted for research or classes/students that need it.

3.7 Flu Vaccination Clinics
- First session over 180 people received vaccinations.
- Aspen Medical Centre indicated they will give vaccinations to anyone – students, faculty, staff and families. Participants do not have to have a Saskatchewan Health Card, they will give vaccination to all who want.

3.8 HSE Operational Plan 2012/13
The Terms of Reference for this committee states that this committee will review and provide guidance on HSE’s strategic plan to ensure that HSE is doing what this committee thinks needs to be done. There were no changes suggested by the OHC co-chairs to the HSE strategic plan.
3.9 WCB Rate Review
- U of R is in an industry class – we pay WCB on all staff, but not faculty, but this may change.
- Last year the U of R was in a rebate situation and it is hoped again that this year we will also be in a rebate situation...It would be ideal to utilize these savings to reinvest into further safety programs.

3.10 Campus Security and Science Incident (Audrey Perra)
- Science had an incident occur that happened in the evening.
- Discussion followed concerning clarification regarding faculties/admin units being notified of an incident if it happens during off-hours.

4.0 Co-Chairs Updates
Science:
- Attention being given to Wet Lab Safety. Working with HSE and it is going smoothly.
- Building a safety culture is part of what is being done. Advocating that this is owned by Science.

Engineering:
- Focussing on Risk Assessments, just about done all the undergrad labs.
- Annual inspections almost complete.
- Training of local safety committee members needed.
- Part of the Accreditation of Engineering has a safety component to it and the accreditation is coming up.

Main OHC:
- The trajectory that we are on is good.
- The many sub-committees are working well and doing great work.
- Lots of new progress, for example, Alertus.

Fine Arts:
- Fine Arts Safety Plan work - developing a work plan – has had great support on it with HSE.

Facilities Management:
- There are some changes coming, and are going in the right direction – Lock Out/Tag Out Procedures, Electrical Safety Program (is outstanding).
- Kicking off the annual workplace inspections, HSE is helping.

College Avenue Campus:
- Committee created and accepted a site inspection form for pottery (used Fine Arts’ to model by).
- Renovations of rooms CB 102 & 104 went well without any safety issues. Committee attended the planning meetings which was helpful.
- Water issue dealt with.
- Scent/scensitivity guidelines started, but waiting because HSE is investigating one for main OHC. Has signage. Would like it to be a practice (not policy). One year completion goal.
- Would like someone from HSE to speak to committee at a meeting.
- Committee has a vacant union member. HSE suggests they write a letter of request to the union.
Kinesiology, Health & Sport:
- Eighty students & staff took training, from Ian MacAusland-Berg; Infection Control (from Tianna Gross), Fire Safety (from Wally Hurlbert), Regina Police Service and Regina Fire came and had a practice evacuation. Issue is the cost of training is expensive.
- Darren Cherwaty will take the cost of training issue to the main OHC.

5.0 2013 Meeting Dates
Approval from this committee of the May 15, 2013 and October 16, 2013 dates (as set).

Additional Item:
Request from Darren Cherwaty for the promotion of the Paul Pascoe Safety Presentations on November 27, 2012. These sessions will be entertaining and give a health and safety message. Jan Bell and Audrey Perra will introduce Paul at the sessions.

6.0 Meeting adjourned.