

**Facilities Management Environmental Health and Safety Committee**

Meeting Minutes

Tuesday, May 9, 2017

1:00 pm

Central Services Building, Conference Room 511

<p><b>Present:</b>                  Darryl Babin for T. Abdullah, Campus Planning                  Darrell Boutilier, Director of Operations                  Peter Brown, Shops                  Kevin Craig, Thermal Plant AC                  Chris Dafoe, Zones                  Jeff Lamb, Assistant Vice President, FM                  Lori Lamrock, FM EHS/ED Coordinator                  Michael Power, Admin./Finance &amp; Logistics                  Gordon Rines, Trades Services Manager                  Diane Ross, Custodial AC                  Craig Shelton, Custodial Services                  Ian Wagschal, Assistant Dir., Minor Projects  <b>Regrets:</b>                  Jerry Aguinaga, Director, EHS</p>	<p><b>Absent:</b>                  Balbeer Singh, Environmental Services                  TBD, Custodial Daytime                  TBD, Custodial Evening                  TBD, Security  <b>Guests:</b>                  Trevor Morine, Zone 1 Supervisor                  Stephanie MacKenzie, PM - AC</p>
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	Action By	Due Date
<p><b>1. Call to Order</b>                      The meeting was called to order at 1:10 pm and chaired by Jeff Lamb. Stephanie MacKenzie was introduced as new Project Manager at Agricultural Campus and remained as a guest at the meeting.</p>		
<p><b>2. Approval of Minutes</b>                      Minutes of the March 14, 2017, meeting were approved as circulated.</p>		
<p><b>3. Outstanding Items from Previous Meetings</b></p>		
<p><b>3.1 Roof Top Hazards</b>                      G. Rines reported that this project was progressing and that Mike Guislingler, roofing consultant, has provided us with roof drawings and that the Planning Unit will be identifying roof top equipment and adding to the drawings.</p>		Update Next Meeting  On-going
<p><b>3.2 Incident Reporting (Two Initiatives)</b>  <b>1. Safety Observation Campaign Using FAMIS (to build awareness and encourage reporting of potential safety hazards)</b>                      An information package outlining the new FM Safety Observation Program has been provided to supervisors to present to staff at tool box meetings (this includes posters and a PowerPoint).   <b>2. Incident/Accident Reporting Using EHS Assistant (Onsite) Software</b>                      L. Lamrock is working with EHS Department and PMO's Office to setup the Accident/Incident reporting module in Onsite the University's electronic EHS management system. Currently documenting the process and working with the vendor to determine what the online forms will look like.</p>		On-Going

<p><b>3.3 Policy Regarding Use of Head Protection</b> G. Rines handed out an information sheet and reported that further investigation revealed that the use of bump caps was not allowed in Nova Scotia. The policy Regarding the Use of Head Protection was approved and will be communicated to FM staff and other groups such as ITS asap.</p>	L. Lamrock to work with MJ Webber to communicate policy	ASAP
<p><b>3.4 Asbestos Information</b> D. Boutilier reported that a student working with the asbestos data had made improvements to the data and it has now been given to the Project Management Office to update the inventory. As some data is old and some is missing there is still work to do before it is complete. He cautioned that we need to be careful when referencing the information and use it as a guide until it is accurate. The next step will be to confirm the condition of asbestos on campus– individuals in FM have been trained to do this. Any changes in condition from prior assessment by experts will need to be addressed.</p>		
<p><b>3.5 2017 Safety Service Nova Scotia Conference</b> L. Lamrock, C. Shelton and T. Morine reported that the conference had been worthwhile. They were impressed with one particular session on enhancing safety culture and will share information from this session at next meeting.</p>	Share info. on safety culture	Next Meeting
<p><b>3.6 Site Specific Safety Plan</b> The Committee discussed the issue of FM having a person identified as being responsible for safety on each job site (Projects and Maintenance). As there are several options available and issues to consider to realize this change more investigation and planning is required. D. Boutilier and A. Walsh, Director Finance and Admin., will be meeting with J. Aguinaga in the near future to discuss. I. Wagschal commented that an excellent site safety plan had been done for the recent electrical shutdown had.</p>	D. Boutilier will provide updates when necessary.	Future meeting
<p><b>4 New Business</b></p>		
<p><b>4.1 Dalhousie Safety Award Winner</b> L. Lamrock advised that the Facilities Management Rescue Team had won the Dalhousie Safety Award. It will be awarded to members at the June 27, 2017, Board of Governors meeting.</p>		
<p><b>5 Review of Incident Statistics</b> The Committee did a reviewed of incident statistics for the month.</p>		
<p><b>6 Adjournment</b> The meeting was adjourned at 2:10 pm.</p>		
<p><i>Next Meeting</i> <i>The next meeting is scheduled for Tuesday, September 19, 2017, in room 511 of the Central Services Building, from 1:00 to 2:00 pm. Please remember to send your alternate if you are not able to attend.</i></p>		