

**Facilities Management Environmental Health and Safety Committee**

Amended Meeting Notes

Wednesday, September 28, 2022

11:00 am

CSB, 5<sup>th</sup> Floor Training Rm 511

<p><b>Present:</b>                  Darrell Boutillier, Operations (DPMG , Co-Chair)                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)</p> <p>Gordon Rines, Trades (DPMG)                  Patrick Oster, AD Minor Projects (DPMG)                  Trevor Morine, Trades (DPMG)                  Pat MacIsaac, Minor Projects (DPMG)                  Juanita Haas, Custodial (DPMG)                  Arthur Walsh, Finance &amp; Admin (DPMG)                  Kevin Craig, AC (DPMG)</p> <p>Kirk Dexter, Planning (NSGEU 77)                  Vera Sampson, Custodial (NSGEU 99)                  Sam Spears, Custodial (NSGEU 99)                  Brad Smith, Trades (NSGEU 99)                  Gail Best, Trades (NSGEU 99)</p> <p>Craig Arthur, EHS Office (DPMG)                  Scott McPherson, EHS Office (NSGEU 77)                  Jonathan Atwin, EHS Office (NSGEU 77)</p> <p>Marcia Munroe, Secretary</p>	<p><b>Regrets:</b></p> <p><b>Absent:</b>                  Brett Nelson, AC (NSGEU 99)                  Vacant, Security – NSGEU 99                  Vacant, Admin &amp; Finance (NSGEU 77)</p>
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	Action By	Due
<p><b>1. Call to Order / Approval of Agenda</b>                      The meeting was called to order at 11 am and was chaired by Darrell Boutillier.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the previous meeting were extremely out of date (May 2021) so a motion was approved to forego approval of the previous minutes and start fresh.</p>		
<p><b>3. Outstanding Items from Previous Meetings</b>                      No outstanding items.</p>		
<p><b>4. New Business</b>                      Dunn Building Drywell Area – It was identified that the new cutout made in the Dunn drywell for wheelchair access is locked. It was suggested that keys be located in the Mona Campbell lockbox containing keys accessible only to the Zone Office and Security.</p>		

<p><b>4.1 Meeting Chairs</b>  Meeting Co-Chairs – Peter Coutts is stepping back from the FM Safety Committee and has asked Darrell Boutilier to co-chair, representing DPMG. Balbeer Singh, who was the prior co-chair, representing Local 99, has agreed to stay in that position, at least for the time being.  <b>Decision: Darrell Boutilier &amp; Balbeer Singh to be rotating Co-chairs of the committee</b></p>		
<p><b>4.2 Review Terms of Reference (ToR)</b>  Due to the gap between meetings, Gail Best suggested that the Terms of Reference should be reviewed at this time.  <b>Action: Darrell to send to the members prior to the next meeting for their review.</b></p>	<b>Darrell</b>	<b>Next meeting</b>
<p><b>4.3 Vacant committee member positions</b>  Based on the ToR, there appeared to be a few vacant committee positions (AC NSGEU 99 rep, Security NSGEU 99 rep and Finance &amp; Admin NSGEU 77 rep). Kevin Craig suggested Brett Nelson from AC Trades. Brett was the AC rep at the last meeting but somehow was not invited to the meeting.  <b>Actions:</b>  <b>Darrell will ask Natalie to invite Brett to all future meetings.</b>  <b>Darrell to reach out Arthur to see if anyone in Finance &amp; Admin is interested</b>  <b>Balbeer to reach out to Security to see if anyone is interested</b></p>	<b>Darrell</b> <b>Darrell</b> <b>Balbeer</b>	<b>ASAP</b> <b>ASAP</b> <b>ASAP</b>
<p><b>4.4 Meeting schedule</b>  According to the Terms of Reference, meetings are to be scheduled every 2 months. Due to the time elapsed, Darrell suggested that meetings be scheduled each month for the near future and adjust as necessary. The best day of the week for meeting was agreed to be Tuesday and due to variety of committee members’ shift schedules, a 1:30 pm start time was agreed on. Tuesday is also the best day for the Dal Safety Office.  <b>Decision: Meetings will be scheduled every month on a Tuesday at 1:30pm</b></p>		
<p><b>4.5 Safety Committee training</b>  The Dal Safety Office has committed to organizing some Safety Committee Orientation Training for committee members to better understand their roles and responsibilities as a Safety committee member.  <b>Action: EHS Office to organize</b></p>	<b>EHS Office</b>	<b>Update Only</b>

<p><b>Safety Observations &amp; Reporting Tools</b></p> <p>This can be anything from an informal pre-job observation, all the way up to a formal safety review of a specific shop. There are also pre-work inspections for workers in place. As a committee we are responsible for reviewing &amp; conducting safety inspections of FM workplaces and spaces. The Safety Office is in the process of building a mobile safety observation checklist for formal inspections as well; it is currently in beta testing stage. The plan is to roll it out to the committee for testing. Gail raised the concern about employees who don't have Dal issued phones being uncomfortable using their personal devices for this purpose. Gordon suggested making checklists for Custodial that they can have attached to their carts. FAMIS will also be replaced in the near future and there may be an opportunity to use one of the features on the new software for incident reporting.</p> <p><b>Action: EHS Office to prepare a presentation for next month's meeting to show how it will work and how to upload it to phones.</b></p>	<p>EHS Office</p>	<p>Next meeting</p>
<p><b>Asbestos Awareness</b></p> <p>Gail mentioned Asbestos Awareness training for Custodial team and adding it to safety training checklist. The Safety Office can provide a 30 minute basic awareness for groups. Perhaps do this training quarterly to train new employees. Arising from this discussion, Juanita suggested setting up a meeting with Custodial supervisors to cover topics that they need covered. The Safety Office confirmed that they have the ability to create training for topics that are not currently available. Kevin mentioned that it is sometimes difficult to get Central Plant Operators to training. The Safety Office plans to create self-directed, computer-based training where possible.</p> <p><b>Action: EHS Office/ Mike C to discuss arranging asbestos training for custodial staff</b></p>	<p>EHS Office</p>	<p>Update Only</p>
<p><b>5. Review of Incident Statistics</b></p> <p>The Committee did not have access to a recent copy of the Incident Report.</p>		
<p><b>6 Adjournment</b></p> <p>The meeting adjourned at 12:00 pm.</p>		
<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for <b>November 1st at 1:30 pm in CSB rm 511</b></p>		