

## Facilities Management Environmental Health and Safety Committee

### Meeting Notes

Tuesday, November 1, 2022

1:30 pm

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

<p><b>Present:</b>                  Darrell Boutilier, Operations (DPMG , Co-Chair)                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)</p> <p>Arthur Walsh, Finance &amp; Admin (DPMG)                  Kevin Craig, AC (DPMG)                  Patrick Oster, AD Minor Projects (DPMG)</p> <p>Brett Nelson, AC (NSGEU 99)                  Gail Best, Trades (NSGEU 99)                  Sam Spears, Custodial (NSGEU 99)</p> <p>Craig Arthur, EHS Office (DPMG)                  Jonathon Atwin, EHS Office (NSGEU 77)                  Scott MacPherson, EHS Office (NSGEU 77)</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b></p> <p><b>Absent:</b>                  Gordon Rines, Trades (DPMG)                  Juanita Haas, Custodial (DPMG)                  Pat MacIsaac, Minor Projects (DPMG)                  Trevor Morine, Trades (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99)                  Kirk Dexter, Planning (NSGEU 77)                  Vera Sampson, Custodial (NSGEU 99)</p> <p>Vacant, Security – NSGEU 99                  Vacant, Admin &amp; Finance (NSGEU 77)</p>
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<p><b>1. Call to Order / Approval of Agenda</b>                      The meeting was called to order at 1:35 PM and was chaired by Balbeer Singh.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the <b>September 28, 2022</b>, meeting were approved as amended (see Item 4 – New Business).</p>		
<p><b>3. Outstanding Items from Previous Meetings</b></p>		

<p><b>3.1 Review Committee Terms of Reference</b> Some members did not have an opportunity to review the TOR.</p> <p>Darrell asked that other suggested changes be emailed to him (<a href="mailto:Darrell.Boutillier@dal.ca">Darrell.Boutillier@dal.ca</a>) for tracked revision and he would re-circulate for review.</p> <p>Craig Arthur agreed to review the TOR from an EHS Office aspect and provide suggestions to Darrell as well.</p> <p><b>Action: All members to review the TOR and send suggested revisions to Darrell Boutillier.</b></p>	<p>All Members</p>	<p>ASAP</p>
<p><b>3.2 Committee Member Vacancies</b></p> <p>Security (NSGEU 99) – It was suggested that two Security representatives who work opposite shifts be appointed so that one is always available to attend committee meetings.</p> <p>Admin and Finance (NSGEU 77) – No volunteers were identified. It was noted that this position could also be filled by a member of the Logistics team as well. Arthur Walsh will appoint someone to serve as a member.</p> <p><b>Action: Balbeer Singh to approach Mike Burns in Security and Arthur Walsh to appoint someone from Finance/Admin.</b></p>	<p>Arthur Walsh Balbeer Singh</p>	<p>ASAP ASAP</p>
<p><b>3.3 Meeting Schedule</b></p> <p>Darrell Boutillier noted that the frequency of meetings would be increased to monthly from now until June 2023 to give the Committee time to re-establish itself and get up to date. Frequency of meetings can be reassessed at the June 2023 meeting.</p> <p>Meetings will take place monthly, every second Tuesday of the month with occasional exceptions at 1:30 pm. Upcoming meetings will be:</p> <p>Wednesday, December 7, 2022 – 2:00 pm</p> <p>Tuesday, January 10, 2023 – 1:30 pm</p> <p>Tuesday, February 7, 2023 – 1:30 pm</p> <p>Tuesday, March 7, 2023 – 1:30 pm</p> <p>Tuesday, April 4, 2023 – 1:30 pm</p> <p>Tuesday, May 2, 2023 – 1:30 pm</p> <p>Tuesday, June 6, 2023 – 1:30 pm</p>		

<p><b>3.4 Safety Committee Training</b></p> <p>EHS Office will organize training sessions once the Committee has had a chance to solidify. Suggested topics included:</p> <ul style="list-style-type: none"> <li>• Process training related to right to refuse work and workers’ rights</li> <li>• Process for dealing with reported safety issues for supervisors and shop stewards; local safety committee should be able to point people in the right direction</li> <li>• Information on internal processes; when to escalate for external support (ie HR accommodation, etc)</li> <li>• Protocol for reporting safety issue or near miss before it becomes an issue</li> <li>• Training on digital safety observation and reporting tools (safety form and utility form)</li> <li>• Training on how to perform hazard and safety assessments so that FM can train their own employees</li> <li>• Asbestos awareness training</li> </ul> <p>It was noted that posting boards have become out of date since COVID. It was suggested that names of area safety representatives and committee minutes be posted in common areas such as lunchrooms, meeting rooms, and main shop areas for easy access and increased awareness and to help encourage feedback. It was also suggested that toolbox sessions include this information. It was acknowledged that posting information to the FM webpage or MyDal page is not always easily accessible by all members.</p>	<p>EHS Office</p>	<p>Update Only</p>
<p><b>3.5 Safety Observations and Reporting Tools</b></p> <p>Craig Arthur and Jonathan Atwin of EHS office demonstrated two new digital safety observation tools which will be accessible on cell phones in fillable form format and will be quick and easy to access and submit.</p> <p>Safety Observation Form – used to document good and bad observations. Fillable form – name, date, location, comments/description of observation. The form automatically inserts the submitter’s name and email address. Once submitted, it goes to the safety specialist who reviews it and directs it to the appropriate area and the submitter is contacted for additional information/discussion. Information is included in a log which documents that safety is being actively discussed. Not meant to be an incident or near-miss reporting tool. It’s designed to head off a potential accident by identifying trends.</p> <p>Utility Room Safety Form – used to perform hazard assessments on utility rooms, including custodial areas, office spaces, shops, warehouse, safety issues. Fillable form which includes digital checklists, and may provide option of adding photos. Option to tag the appropriate people so action is taking quickly to rectify issues identified. Ideally, workplace inspections should occur annually, but this has been problematic. This tool will make reviews quick and easy to perform.</p> <p>Both reporting tools are capable of capturing submitted information for reporting purposes.</p> <p><b>Action: EHS Office to finalize digital tool assessment and providing training in due course.</b></p>	<p>EHS Office</p>	<p>Update Only</p>

<p><b>3.6 Asbestos Awareness Training</b> Jonathan Atwin (EHS) is currently receiving asbestos awareness training. This training helps recipients to identify what to look for. It does not train in how to handle asbestos. Training is likely to continue into the New Year.</p> <p>Gail Best noted that custodial staff in particular require asbestos awareness training.</p> <p><b>Action: Once EHS has completed training, they will provide training to FM personnel.</b></p>	EHS Office	ASAP
<b>4 New Business</b>		
<p><b>4.1 Grounds Shop Lighting</b> Balbeer Singh noted that the area inside the entrance to the Grounds shop (Oxford Street side of Warehouse) has no lighting and is extremely dark. When the power is out, it is impossible to see as there is no generator and emergency lighting is not ideal and does not last much beyond 45 minutes.</p> <p><b>Action: Ask Tom Innes to submit an SR to install a shelf with flashlights inside the door for easy access when needed.</b></p>	Darrell	ASAP
<p><b>4.2 Traffic - Access Road behind Warehouse parallel to Oxford Street between Castine Way and Hancock Parking</b> Balbeer Singh noted the dangers of two-way traffic behind the Warehouse in the access lane between Castine Way and the Hancock parking lot. Currently, anyone can use this lane and drivers often pass through too quickly.</p> <p>Craig Arthur confirmed that he has met with Mike Wilkinson to suggest “no thoroughfare” signage and access restrictions to only FM and Security personnel.</p> <p><b>Action: Ask Tom Innes to submit an SR to install appropriate signage to limit traffic to FM and Security personnel only.</b></p>	Darrell	ASAP
<p><b>4.3 Review of FM Safety Program</b> Gail Best expressed concern that the FM Safety Program is outdated.</p> <p>Craig Arthur acknowledged that much of the material is out of date and confirmed that the EHS Office is in the process of reviewing all FM Safe Work Instructions and other safety-related documentation which will be rebranded and rebooted upon completion. He indicated that the goal is to bring all safety instructions in line and that these procedures will be enforced for both FM employees as well as academics.</p> <p>Craig stressed that the review of the Program will be a lengthy process and that FM will assist. He also noted that annual reviews will be brought back into effect. He suggested that any immediate and extremely concerning issues should be brought to FM’s attention so that related safety instructions can be updated and issued.</p> <p><b>Action: EHS Office with the assistance of FM continue to review all documentation related to the FM Safety Program and bring procedures up to date for issue.</b></p>	EHS Office with FM assistance	On-going

<p><b>4.4 Respirator Use Requirements</b></p> <p>Craig Arthur indicated that any employee who requires a respirator, including N-95 “dust masks” for their work must have a proper fit test conducted by the EHS Office every two years plus a medical evaluation. The test takes 15-30 minutes depending on the type of respirator. Supervisors will need to confirm the need for a respirator to carry out duties. The EHS Office can perform 8-10 tests per day. It is preferred that departments split testing requests over two years so as to stagger appointments. Note, those employees with a beard or stubble may not pass testing, as stubble compromises the fit of the mask. Employees may be directed to take on alternative tasks until their fit test is up to date.</p>		
<p><b>4.5 Round Table Discussion/Q&amp;As</b></p> <ul style="list-style-type: none"> <li>It was noted that, similar to paper incident reports, digital incident reporting provides for collaboration between employees and supervisors. Once incident is submitted, it is automatically sent to the supervisor and EHS/FM. The supervisor is prompted to fill out the 2<sup>nd</sup> half of the form and make recommendations. Then the supervisor and employee need to meet to provide additional details and recommendations. This works for those working different shifts (night/day) as well.</li> <li>Gail Best suggested that employee computer kiosks on campus be updated with bookmarks to access the safety links on the EHS and FM safety pages. Craig to create printed instructions to access the forms.</li> </ul> <p><b>Action: Arthur Walsh to arrange for FMIT to set up the appropriate bookmarks and Craig Arthur to create printed instructions to access the page.</b></p>	<p>Arthur Walsh Craig Arthur</p>	<p>ASAP ASAP</p>
<p><b>5. Review of Incident Statistics</b></p> <p>The formatting of the report did not allow for legible printing; this will be addressed for future meetings.</p> <p>It was noted that the spreadsheet does not contain enough detail (eg. mentions the crew but lacks detail in what happened and what steps were taken to correct the issue). Supervisors need to address issues right away. Signs may need to be erected re overhead hazards, etc.</p> <p>Immediate reporting of incidents is important, especially if an injury occurs. Injury might not be evident until several days later. Sick leave claims, etc. depend upon prompt and detailed reporting.</p> <p>Darrell Boutilier indicated that the spreadsheet is meant to identify trends and ensure supervisors are addressing incidences.</p> <p>Craig Arthur indicated that the digital forms might make capture of details easier. JOHS reports break the details down more.</p> <p><b>Action: Members to review the report and bring comments to the next meeting. Natalie will work on reformatting the report for printing for the next meeting.</b></p>	<p>All Members Natalie</p>	
<p><b>6 Adjournment</b></p> <p>The meeting adjourned at 2:42 PM.</p>		
<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for <b>December 7, 2022 at 2:00 pm in CSB Room 511.</b></p>		