

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Wednesday, December 7, 2022

2:00 pm

CSB, 5th Floor Training Rm 511

<p>Present: Darrell Boutilier, Operations (DPMG , Co-Chair) Balbeer Singh, Environmental (NSGEU 99, Co-Chair)</p> <p>Arthur Walsh, Finance & Admin (DPMG) Gordon Rines, Trades (DPMG) Juanita Haas, Custodial (DPMG) Kevin Craig, AC (DPMG) Pat MacIsaac, Minor Projects (DPMG) Patrick Oster, AD Minor Projects (DPMG) Trevor Morine, Trades (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99) Brett Nelson, AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Josh Smith (for Craig Arthur) EHS Office (DPMG) Scott MacPherson, EHS Office (NSGEU 77)</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Craig Arthur, EHS Office (DPMG) Jonathon Atwin, EHS Office (NSGEU 77)</p> <p>Absent: Vacant, Security (NSGEU 99) Vacant, Admin & Finance (NSGEU 77)</p>
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<p>1. Call to Order / Approval of Agenda The meeting was called to order at 2:05 PM and was chaired by Darrell Boutilier.</p>		
<p>2. Approval of Minutes The minutes from the November 1, 2022, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 Review Committee Terms of Reference It was agreed to approve the Terms of Reference with all suggested changes accepted (see Addendum A). A finalized copy will be provided to all members.</p>		

<p>3.2 Committee Member Vacancies <u>Security (NSGEU 99)</u> – Security is currently short-staffed. It is difficult for volunteers who work “shifts” to commit to meetings. It was suggested that two volunteers, one from each shift, be sought to ensure one will always be available to attend.</p> <p><u>Admin and Finance (NSGEU 77)</u> – Action: Approach FM Admin and Finance group for volunteers.</p> <p>Action: Talk to Craig Evans (FM) about a potential volunteer from Client Reception, and Mike Burns regarding current availability of members from Security.</p>	<p>Arthur Walsh</p> <p>Darrell Boutilier</p>	<p>Next meeting</p> <p>Next Meeting</p>
<p>3.3 Safety Committee Training</p> <p>Action: Investigate outsourcing for “Safety Services Training” for FM members.</p>	<p>EHS Office</p>	<p>ASAP</p>
<p>3.4 Safety Observations and Reporting Tools Josh indicated that EHS members are starting to use the app and reports are being received sporadically. They are still in the “trial and error” phase and some speedbumps have been identified. They are starting to see data trends and will attempt to bring reports to the next meeting to show the Committee. In due course, training will be provided to FM, first in sessions for supervisors. Suggestions for exposure of the app to groups on campus included Today@Dal; Dal News; EHS MyDal page; IT could install on desktops and phones. Mike Burns may have additional suggestions.</p> <p>Action: Provide reports for next meeting demonstrating data trends, etc.</p>	<p>EHS Office</p>	<p>Next meeting</p>
<p>3.5 Asbestos Awareness Training The EHS office has arranged training for custodial groups the week of December 12th. These sessions will eventually be expanded to the larger FM group.</p>	<p>EHS Office</p>	<p>Ongoing</p>
<p>3.6 Grounds Shop Lighting During Power Outages Darrell Boutilier spoke with Mike Wilkinson who indicated that flashlights disappear quickly from the entrance to Grounds; people forget to return them to the area. Battery life of building emergency lighting is only 45 minutes. The purpose is to provide lighting for people to evacuate the building and they should not linger. It was suggested that, as a reminder, the flashlights could be labelled as a “safety feature” and are “to be returned to the entrance area.” Bluetooth traceable Milwaukee lights were suggested although battery life and replacement could become an issue. Headlamps were suggested as part of PPE. They would also be good for shoveling at night.</p> <p>Action: Darrell to discuss headlamp solution with Mike W.</p>	<p>Darrell Boutilier</p>	<p>Next meeting</p>
<p>3.7 Warehouse – Rear Access Lane Signage Darrell Boutilier spoke with Mike Wilkinson who contacted Brad Nicholson in the Security Office. Brad has ordered “Service Vehicle Only” signs to put up in the area, as well as arranged for yellow, diagonal, painted lines on the asphalt to differentiate that it is not a throughway lane. It was suggested the lane could be made one-way, with an access bar that only raises for traffic moving in the correct direction. To slow traffic down, speedbumps were also suggested.</p>		

<p>3.8 FM Safety Program Review The EHS office confirmed that review work is ongoing and is expected to take several months to complete. It was suggested that this item be included on the agenda on a quarterly basis for reporting by EHS.</p> <p>Action: Continue to review all documentation related to the FM Safety Program and bring procedures up to date for issue. Report quarterly to the committee on progress.</p>	EHS Office with FM assistance	Ongoing
<p>3.9 Kiosk and Meeting Bookmarks on Computers</p> <p>Action: Arrange for FMIT to set up the appropriate bookmarks to access safety links on the EHS and FM safety pages.</p> <p>Action: Create printed instructions to access the page.</p>	Arthur Walsh Craig Arthur	ASAP ASAP
<p>4. New Business</p>		
<p>4a. Round Table Discussions</p> <ul style="list-style-type: none"> • Radio issues – Gail Best asked for an update on the issues being experienced with radios used by Trades. She stressed that this is a safety issue as staff cannot communicate with one another when needed which affects productivity, and those working alone have no way to reach out for assistance or help if needed. Gordon Rines indicated that Bell Mobility is currently checking the system in Tupper with respect to infrastructure. It is hoped that they will report back by December 9th at which time solutions can be discussed. In the meantime, he suggested staff work with a “buddy” so that no one is isolated. He also noted that the issuance of cell phones to staff is still in the pilot stage and being evaluated. • Trucking and Contractors – Gail Best asked if there has been a change in the liability of Dal Trucking providing transportation for external contractors around campus. Previously, Dal trucks were not permitted to provide transportation for anyone outside of FM due to insurance liability, but contractors have been seen getting out of Dal trucks on campus. Gordon Rines suggested an inquiry be made with the Risk Management office regarding coverage. <p>Action: Inquire with Risk Management office regarding coverage for contractors in Dal trucks.</p>	Darrell Boutilier	ASAP
<p>5. Review of Incident Statistics Only 5 incidents were reported during the month of November 2022. It was questioned whether there was any follow-up on incident #22-0096 which involved potential exposure to mold. It was also noted that a field for a detailed description of the reported incident is not included in the report.</p> <p>Action: Check with Marcia Munro who updates the spreadsheet if there is an option to include more information and to check for follow-ups on incident #22-0096.</p>	Darrell Boutilier	Next meeting
<p>6 Adjournment The meeting adjourned at 3:00 PM.</p>		
<p>Next Meeting The next meeting is scheduled for January 10, 2023, at 1:30 pm in CSB Room 511</p>		