

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, January 10, 2023

1:30 PM

CSB, 5th Floor Training Rm 511

<p>Present: 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) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Craig Arthur, EHS Office Scott MacPherson, EHS Office Mike Novac, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Darrell Boutilier, Operations (DPMG , Co-Chair) Johnathon Atwin, EHS Office (NSGEU 77)</p> <p>Absent: Vacant, Security (NSGEU 99)</p>
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	Action By	Due
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:33PM and was chaired by Balbeer Singh.</p>		
<p>2. Approval of Minutes The minutes from the December 7, 2022, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 Committee Member Vacancies <u>Security (NSGEU 99)</u> – Vacancy still exists.</p> <p>Action: Darrell to follow-up with Mike Burns.</p> <p><u>Admin and Finance (NSGEU 77)</u> – Cherstin MacMillan has agreed to serve as a committee member which fills the NSGEU 77 vacancy.</p>	Darrell	Next meeting

<p>3.2 Safety Committee Training The EHS office will review the finalized Terms of Reference for the Safety Committee and devise a schedule of proposed training topics. Craig Arthur indicated that specific requests for training topics could be sent to him as well. Update on checklist inspections: utility room inspections are done; workshop inspections will be complete in approximately 2 weeks; admin spaces inspections will be completed in future.</p> <p>Action: The EHS Office will devise a schedule of proposed training topics.</p>	EHS Office	ASAP
<p>3.3 Safety Observations and Reporting Tools Scott MacPherson indicated that data trends will not be available for several months. The safety observation app is currently only in use by the EHS office and is not currently available for wider use. The incident app is already in use by FM. There is functionality to pull data but it is not currently being utilized.</p>	EHS Office	Quarterly Updates
<p>3.4 Asbestos Awareness Training Scott MacPherson reported that asbestos awareness training was provided for the custodial group in Halifax in December and it went well. A Truro session will be scheduled soon. These sessions will eventually be expanded to the larger FM group. It was suggested that training be included as part of new employee orientation for custodial and trades, and that it be offered as an annual refresher for existing employees.</p> <p>Action: The EHS Office will look into online training possibilities.</p>	EHS Office	Update Only
<p>3.5 Grounds Shop Lighting During Power Outages Natalie Shires reported on behalf of Darrell Boutillier. Darrell spoke with Mike Wilkinson further about ground shop lighting. As most staff wear a ball cap or toque to work each day, consideration is being given to purchasing hats with LED lights installed in the hats for Grounds and Trucking staff. Mark's Work Wearhouse carries two options. These hats would be considered PPE and not a uniform item. These hats could be worn to work and the lighting feature used as needed (ie. Power outages or working in the dark outside). It was noted that these are not "safety hats." The EHS office felt this solution was acceptable if it works to solve the lighting issue.</p> <p>Toque - https://bit.ly/3GZhg39 Ball cap - https://bit.ly/3H2yvkZ</p> <p>Action: Darrell will look into purchase of these items for Grounds Shop staff.</p>	Darrell	Next Meeting
<p>3.6 Kiosk and Meeting Bookmarks on Computers Arthur Walsh confirmed that FMIT's Mike Power is working on installing bookmarks on computers at existing kiosks and will ensure they are included on all new computers as well. He noted that the employee would have to login to see it.</p>		

<p>3.7 Trucking and Contractors Gordon Rines reported that Darrell Boutilier sent an email to Cheryl Earle, AVP Financial Services, to verify the details of our vehicle insurance coverage as relates to contractors being transported about campus but a response has not yet been received. He noted that construction and service contractors working on campus do provide their insurance coverage but it does not necessarily address being transported around campus in Dalhousie vehicles. A copy of the insurance policy for the specific vendor in question has been forwarded to Risk Management for review.</p> <p>Action: Darrell to follow-up with Cheryl Earle on inquiry.</p>	<p>Darrell</p>	<p>Next Meeting</p>
<p>4. New Business</p>		
<p>4a. Round Table Discussions</p> <ul style="list-style-type: none"> • WHMIS Updates – Gail Best expressed concern about a lapse in WHMIS training. Craig Arthur confirmed that online training is available on the EHS MyDal page and that upon registering, the course would appear automatically in Brightspace. He urged anyone experiencing language barriers or learning disabilities during training to come forward to the EHS office for assistance. He also suggested that supervisors could submit a work order entitled “training” to accommodate those finding it difficult to fit time into their schedule to complete training. Computer labs can be booked for this purpose. • Training Certification (discussion) - Provincial certification follows the employee from employer to employer. Dal-specific training would need to be completed upon being hired. All training needs to be kept current. • Radio Issues – Gordon Rines provided an update on radio battery issues. A source for batteries has been found which will bring more radios into service. Regarding Bell Aliant equipment, repeaters in the Tupper shorted out due to a discharge of steam from a pressure relief valve and need to be replaced. There is no ETA on those repairs at this time. The move away from radios to phones is still in the pilot stage but there will still be some need for radios. Feedback regarding the phones is being assessed by Nick and Arthur in FMIT. Overall, all systems will need to work with the new IWMS system. 	<p>Gordon Rines</p>	<p>Ongoing</p>
<p>5. Review of Incident Statistics Only two incidents reported for December 2022. A “description” column has been added to the spreadsheet since last meeting. This spreadsheet includes just incidents involving FM employees and only contains information provided at the time it was reported. Reporting via paper systems may not include all categories of information. The report app meets all data collection requirements.</p>		
<p>6 Adjournment The meeting adjourned at 2:21 PM.</p>		
<p>Next Meeting The next meeting is scheduled for February 7, 2023, at 1:30 pm in CSB Room 511</p>		