

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, March 7, 2023

1:30 PM

Mona Campbell Building, Room 3207

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| <p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>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) Kirk Dexter, Planning (NSGEU 77) Sam Spears, Custodial (NSGEU 99)</p> <p>Scott McPherson, EHS Office Jonathan Atwin, EHS Office</p> <p>Natalie Shires, Minute Taker</p> | <p>Regrets: Arthur Walsh, Finance & Admin (DPMG) Craig Arthur, EHS Office Gail Best, Trades (NSGEU 99) Peter Coutts, Assistant Vice-President Vera Sampson, Custodial (NSGEU 99)</p> <p>Absent: Vacant, Security (NSGEU 99)</p> |
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| | Action By | Due Date |
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| <p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:30 PM and was chaired by Balbeer Singh.</p> | | |
| <p>2. Approval of Minutes The minutes from the February 7, 2023, meeting were approved as circulated.</p> | | |
| <p>3. Safety Committee Training Video Deferred to the next meeting. Item to be moved to the end of the agenda.</p> | | |
| <p>4. Outstanding Items from Previous Meetings</p> | | |
| <p>4.1 Committee Member Vacancies <u>Security (NSGEU 99)</u> – Darrell advised of a recent announcement that Security Services is in the process of being realigned to report to a new risk management group led by Donna Birmingham. Security will continue to work closely with Facilities Management, but they will no longer be members of the department.</p> <p>Decision: Remove this item from the agenda with the understanding that Security’s future involvement with the Committee is to be determined.</p> | | |

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| <p>4.2 Safety Committee Training</p> <p>a) CCOHS Courses - Jonathan advised that free courses are available for residents of NS on the Canadian Centre for Occupational Health and Safety (CCOHS) website. Navigate to the page, click on “All Courses (Alphabetical)” and a list of various courses will come up. The EHS office suggests the following courses as priority:</p> <ol style="list-style-type: none"> 1 Health and Safety Committees; 2 Workplace Inspections; 3 Due Diligence in Occupational Health and Safety; 4 Accident Investigation; 5 Hazard Identification, Assessment and Control; and <p>The first five (5) courses are free. Subsequent courses cost \$49 each. Once you register, you receive a key-code. Use that key-code for each course you take. All courses taken will be noted under your key-code and you receive a certificate/record of training for each course.</p> <p>This is also a great resource for toolbox session, as well as for PMs on contractor health and safety.</p> <p>b) Training Certification –</p> <ol style="list-style-type: none"> i. <i>Fall Protection</i> training is scheduled for a large group next week at the LSC. Training being provided by an instructor from NSCC. ii. <i>Confined Space</i> training is taking place today (March 7th). iii. <i>Respirator Fit Testing</i> is underway. Testing has fallen behind since COVID; due every two years. This includes N-95 masks. No fit test is necessary for hoods/helmets. | | |
| <p>4.3 Safety Observations and Reporting Tools The EHS Office had nothing to report at this time.</p> | EHS Office | Quarterly updates as available |
| <p>4.4 Asbestos Awareness Training Scott confirmed that custodial training is complete. He noted that this is good basic awareness training and would be good as a refresher if the Committee wanted to expand to other areas in the department. It was noted that external provider <i>All-Tech</i> provides higher level training for trades and project managers.</p> <p>Action: Jonathan to get in touch with Patrick Oster regarding asbestos awareness training for PMs at an upcoming PM Safety Meeting.</p> | EHS Office Jonathan | Ongoing |

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| <p>4.5 Grounds Shop Lighting During Power Outages Darrell reported that the hats with LED lighting that were purchased for the Grounds team are working well.</p> <p>Trevor reported that deficiencies with emergency lighting packs across campus are being identified and batteries are being replaced. There are wait times on delivery of some batteries due to varying emergency lighting pack models.</p> <p>Concern had been expressed previously about other groups such as trades and custodial during power loss. Discussion took place regarding messaging during outages, existing “muster stations” and awaiting instructions during such incidences.</p> <p>Action: Gordon will arrange for creation of a document outlining procedures during a power outage for distribution, posting, and use during orientation.</p> | Gordon | Next meeting |
| <p>4.6 Trucking and Contractors Karen Foster, Risk and Insurance Manager (Financial Services) confirmed that our insurance policy does cover external contractors as passengers in Dal vehicles.</p> <p>Gail was not present to confirm whether she relayed this to the Warehouse team.</p> <p>It was questioned whether Utility team members are aware.</p> <p>Action: Brett will advise Jason Penney (AC), Gail will advise the Warehouse team, and Gordie will advise the Utility team that coverage has been confirmed.</p> | Gail, Brett, Gordie | Next meeting |
| <p>4.7 Radio Issues Gordon reported that a quote for repair of the damaged repeater and amplifiers at Tupper has been received and is significant. The quote has been provided to the insurer; authorization is pending.</p> <p>Action: Gordon to provide updates as more information becomes available.</p> | Gordon | Ongoing |
| <p>4.8 Dalplex Supply Room near Basketball Net At least two injuries were recently reported in the custodial group due to basketballs striking staff while accessing a nearby supply closet in the intramural basketball court area. Darrell reported that Mike Campbell is working with Dalplex and the EHS Office to come up with a solution. In the meantime, staff are accessing the closet and stocking up first in the morning so as to avoid needing access later in the day when the court is busier.</p> <p>Action: Darrell will update as new information become available.</p> | Darrell | Ongoing |
| <p>5. New Business</p> | | |
| <p>5a. Round Table Discussions</p> <ul style="list-style-type: none"> • WHMIS Training to Custodial – Training for the custodial team is ongoing. • Training Certification – Scheduling of sessions continues. • Proper Lifting – The EHS office is working on a musculoskeletal training video related to proper lifting when shoveling snow. Once complete, EHS could do a session or the video could be used for toolbox training. • Occupational Therapy Student – Assessments – Jonathan advised that Occupational Therapy students are available to do ergonomic assessments for not just desk spaces, but for custodial and trades work areas and functions as well. Ergonomic awareness tips are available on Brightspace as well. | | |

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| <p>6. Review of Incident Statistics A higher number of incidents in the month of February was noted.</p> <p>In particular was a fire which occurred at the AC thermal plant in the pump room. A surveillance video of the incident was viewed by the Committee and the quick actions of the plant operator to extinguish the fire safely and effectively was noted by all.</p> | | |
| <p>7. Adjournment The meeting adjourned at 2:30 PM.</p> | | |
| <p><i>Next Meeting</i> The next meeting is scheduled for April 4, 2023, at 1:30 pm in Mona Campbell Room 3207.</p> | | |