

## Facilities Management Environmental Health and Safety Committee

### Meeting Notes

Tuesday, April 4, 2023

1:30 PM

Mona Campbell Building, Room 3207

<p><b>Present:</b>                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)                  Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Arthur Walsh, Finance &amp; 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 McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b>                  Jonathon Atwin, EHS Office                  Peter Coutts, AVP Facilities Management</p> <p><b>Absent:</b>                  Vacant, Security (NSGEU 99)</p>
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	Action By	Due Date
<b>1. Call to Order / Approval of Agenda</b> The meeting was called to order at 1:31 PM and was chaired by Darrell Boutilier.		
<b>2. Approval of Minutes</b> The minutes from the <b>March 7, 2023</b> , meeting were approved as circulated.		
<b>3. Outstanding Items from Previous Meetings</b>		
<b>3.1 FM Safety Program Review (EHS Quarterly Update)</b> Nothing to report.	EHS Office	Quarterly (if available)

<p><b>3.2 Safety Committee Training</b></p> <p>Scott (EHS) indicated that training in various topics continues with the help of Mary Jane Webber who has been coordinating sessions. Otherwise, there were no major safety training updates.</p> <p>Scott highly suggested that all Safety Committee members take the <a href="#">CCOHNS</a> course entitled “Health and Safety Committees” which includes information on how to establish a new committee, how a committee performs its functions, and how it can be effective.</p> <p>It was further suggested that the five (5) top CCOHNS courses noted at the last meeting be offered to the entire Committee membership by way of group sessions with an instructor, which may be more cost effective.</p> <p>Darrell suggested that EHS reporting to the Committee on training be combined to make updating on progress easier. He asked committee members to think about other items they wish to have reported on at future meetings.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Regular training could be reported quarterly instead of at every meeting and include what training has been accomplished during the quarter and what sessions are being planned.</li> <li>• Report special training topics being offered as they become available.</li> </ul> <p><b>Action:</b>  <b>Members were asked to bring other reporting suggestions to the next meeting.</b></p> <p><b>Members were asked to register as soon as convenient for the Health and Safety Committee CCOHNS course.</b></p>	<p>All Members</p> <p>All Members</p>	<p>Next meeting</p> <p>ASAP</p>
<p><b>3.3 Training Certification</b></p> <p>Confined Space training and Fall Protection training were identified as priorities.</p> <p>Discuss took place regarding the resurrection of an FM Rescue Team (8-10 members/3 on standby) for the Halifax campus. (The Truro campus contracts out as needed.)</p> <p><b>Action:</b>  <b>Darrell and Gordie to investigate interest and look at resurrecting a team including certified training and equipment resources.</b></p>	<p>Darrell and Gordie</p>	<p>ASAP</p>
<p><b>3.4 Asbestos Awareness Training</b></p> <p>Jonathan was not present to confirm whether he spoke with Patrick Oster. This action item will remain in the minutes.</p> <p><b>Action:</b>  <b>Jonathan to get in touch with Patrick Oster regarding asbestos awareness training for PMs at an upcoming PM Safety Meeting.</b></p>	<p>Jonathan (EHS)</p>	<p>Next meeting</p>
<p><b>3.5 WHMIS Training to Custodial</b></p> <p>WHMIS training for Custodial staff continues.</p>		

<p><b>3.6 Safety Observations &amp; Reporting Tools</b></p> <p><b>Decision: This item will be removed from the agenda for now and will be revived, if appropriate, at a later date.</b></p>		
<p><b>3.7 Grounds Shop Lighting During Power Outages</b></p> <p>Gordie reported that he has drafted various scenarios which need to be reviewed by Darrell and other groups, getting other perspectives. The Warehouse is the main concern. It was suggested that the solution may be to install a generator with temporary lighting, so that lights and radios can be charged.</p> <p><b>Action: Gordie will look into the potential of installing a generator and will provide an update as more information becomes available.</b></p>	Gordie	
<p><b>3.8 Trucking and Contractors</b></p> <p>All relative parties have now been informed of insurance coverage.</p> <p><b>Decision:</b> <b>This item will be removed from the agenda.</b></p>		
<p><b>3.9 Radio Issues</b></p> <p>Gordie reported that the insurer has approved replacement/repair of equipment (2-4 week delivery on equipment). Vendor will try to repair some radios that are not working. These have been collected up by the vendor. Darrell indicated that the new IWMS may include a budget for new devices; this will need to be confirmed in due course. It was acknowledged that some trades staff may required training on new technology. This might be accomplished via Teams chat.</p> <p><b>Action: Gordie to provide updates as more information becomes available.</b></p>	Gordie	
<p><b>3.10 Dalplex Supply Room near Basketball Net</b></p> <p>Craig (EHS) reported that he and Jill MacPhee have spoken about this issue. Jill will train custodians who work in that area to note extra things to be aware of. Jill will also talk to Dalplex about scheduling the area.</p> <p><b>Action: Darrell to update as more information becomes available.</b></p>	Darrell	
<p><b>4. New Business</b></p>		
<p><b>4a. Workplace Inspections</b></p> <p>Craig will send Natalie a link and instructions to log into <a href="#">CCOHNS</a> workshops so that staff can be encouraged to take the “Workplace Inspection Checklists” course which offers information on types of inspections to conduct, who should participate, and what to look for. This will be helpful for filling out workplace inspection checklists.</p> <p><b>Action:</b> <b>Craig to send Natalie the link and instructions for CCOHNS.</b></p>	Craig (EHS)	Next meeting
<p><b>4b. Round Table Discussion</b></p>		

**4b-i. Safety Posters**

Scott (EHS) introduced samples of six (6) new safety posters on various topics which are available for display where appropriate on campus. Topics include:

- “Don’t be left hanging” – fall protection
- “Ladder safety is the first step” – Ladders
- “Your PPE cannot protect you if you DON’T WEAR IT” – PPE
- “Guards exist for a reason” – Machine guards
- “Save your back” – Back safety
- “If the voice in your head has to ask, Is it safe”? – It isn’t (safe)



... more topics to follow

Ladder stickers also available.

The posters are printed in colour and there are aluminum frames available if desired. Suggestions on locations for posters are welcome. Let the EHS office know which and how many of the posters you would like.

**5. Review of Incident Statistics**

Eleven (11) incidents in total. Mostly slips/falls and items striking staff. EHS encourages all staff to report near-misses.

**6. Safety Committee Training Video (EHS Office) – [The Worker’s Rights](#) (14 mins)**

A link to the video is provided here for those who wish to share or review.

**7. Adjournment**

The meeting adjourned at 2:38 PM.

**Next Meeting**

The next meeting is scheduled for **May 2, 2023, at 1:30 pm in Mona Campbell Room 3207.**