

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, May 2, 2023

1:30 PM

Mona Campbell Building, Room 3207

<p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, 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) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Sam Spears, Custodial (NSGEU 99)</p> <p>Jonathon Atwin, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Brett Nelson, AC (NSGEU 99) Craig Arthur, EHS Office Peter Coutts, AVP Facilities Management</p> <p>Absent: Kirk Dexter, Planning (NSGEU 77) Vera Sampson, Custodial (NSGEU 99) Vacant, Security (NSGEU 99)</p>
---	---

	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:34 PM and was chaired by Darrell Boutilier.</p>		
<p>2. Approval of Minutes The minutes from the April 4, 2023, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 EHS Office Update</p>		
<p>3.1.1 FM Safety Program Review (EHS Office) The safety program review is ongoing.</p> <p>Additional new EH&S safety snippets, such as <i>Tick Safety</i> and <i>Extension Cords</i>, have been uploaded to the EH&S Sharepoint page.</p> <p>The safety posters are in the process of being distributed. Suggested locations included “Fall Protection” posters at roof access locations. Additional suggestions are welcome and can be sent to Scott.McPherson@dal.ca in the EHS office. It was suggested that poster frames should be used at “home base” locations so posters can be easily switched-out.</p>		

<p>3.1.2 Asbestos Awareness Training Jonathan was not present to provide an update. This item will remain on the next agenda.</p> <p>Action: Jonathan to get in touch with Patrick Oster regarding asbestos awareness training for PMs at an upcoming PM Safety Meeting.</p>	Jonathan (EHS)	Next meeting																				
<p>3.1.3 WHMIS Training – Custodial Custodial WHMIS Training is ongoing.</p>																						
<p>3.2 Safety Committee Training Training on some topics can be done via Dal Brightspace as follows: Go to Dal main page and click Brightspace (login maybe required). Click “Academic Support”, then “Self-Registration” in the dropdown menu. A list of all offered courses will come up, including a number of safety courses, such as Fire Safety, Ergonomics, *Laboratory Safety, Chemical Spill Response, Environmental Health and Safety, Occupational Health and Safety, and WHMIS.</p> <p>*It was suggested that the laboratory safety course be revised to be appropriate for everyone entering a lab for various reasons, not just those who work in a lab.</p> <p>Other courses are available via the CCOHS website (see items 3.2.1 and 3.2.2).</p> <p>Training certificates should be sent to Marcia Munroe (mr726825@dal.ca).</p>																						
<p>3.2.1 CCOHS Course – Health and Safety Committees Members are encouraged to take the Health and Safety Committee course by the June meeting.</p> <p>Action: All committee members to take Health and Safety Committee course.</p>	All members	Next meeting																				
<p>3.2.2 CCOHS Course - Workplace Inspection Training Natalie forwarded an email last month to all Committee members which included the CCOHS link to sign up for the “Workplace Inspection Checklists” course. Members are encouraged to take this course by the next meeting.</p> <p>Action: All committee members to take the Workplace Inspection Training.</p>	All members	Next meeting																				
<p>3.3 FM Safety Training Progress Report (Arthur Walsh) Training Update:</p> <table border="1" data-bbox="131 1478 1214 1661"> <thead> <tr> <th>Topic</th> <th>Completed</th> <th>Completed</th> <th>Pending/Scheduled</th> </tr> </thead> <tbody> <tr> <td>Confined Space</td> <td>12 in Feb</td> <td>7 in Mar</td> <td>12 pending</td> </tr> <tr> <td>Fall Protection</td> <td>15 in Feb</td> <td>9 in Mar</td> <td>13 sched for May 9 & 5 more pending</td> </tr> <tr> <td>Respiratory Fit Test</td> <td>n/a</td> <td>5 in Mar</td> <td>n/a</td> </tr> <tr> <td>Lift Training</td> <td>n/a</td> <td>n/a</td> <td>20 sched for May 16/17</td> </tr> </tbody> </table> <p>Gordie will meet with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed.</p>	Topic	Completed	Completed	Pending/Scheduled	Confined Space	12 in Feb	7 in Mar	12 pending	Fall Protection	15 in Feb	9 in Mar	13 sched for May 9 & 5 more pending	Respiratory Fit Test	n/a	5 in Mar	n/a	Lift Training	n/a	n/a	20 sched for May 16/17		
Topic	Completed	Completed	Pending/Scheduled																			
Confined Space	12 in Feb	7 in Mar	12 pending																			
Fall Protection	15 in Feb	9 in Mar	13 sched for May 9 & 5 more pending																			
Respiratory Fit Test	n/a	5 in Mar	n/a																			
Lift Training	n/a	n/a	20 sched for May 16/17																			

<p>3.4 Rescue Team Resurrection</p> <p>Members reported that there is interest from staff in their areas in joining a Halifax campus Rescue Team. (AC contracts this out, as needed.)</p> <p>It was suggested that Managers/Supervisors mention the opportunity at their next toolbox meetings and have a sign-up sheet available for those interested. Sign-up sheets could also be posted on bulletin boards.</p> <p>Minimum of 8 members are required on the team. There are three-levels of training is required by each member, both as first-time training and/or for recertification:</p> <ul style="list-style-type: none"> - Medical 1st Response - High Angle Rescue - Confined Space Rescue <p>Arthur confirmed there is a budget for this training.</p> <p>Some equipment may need to be recertified as well.</p> <p>Onsite practice sessions can be arranged through HSE.</p> <p>A goal was set to work to resurrect the rescue team by 2024 with the priority of training/recertifying members of the team and recertifying equipment.</p> <p>Action: Gordie and Darrell will reach out to Managers/Supervisors and provide sign-up sheets for staff who are interested in joining a rescue team.</p>	<p>Darrell and Gordie</p>	<p>Next meeting</p>
<p>3.5 Grounds Shop Lighting During Power Outages</p> <p>During a disruption (water/power) leading to closure, it is important for all FM staff to be 1) accounted for and 2) remain available to assist if needed. Sometimes it takes a bit of time to assess the situation and determine who is needed to stay behind, so it is important that staff proceed to a pre-determined location and await further instruction. Gordie will circulate the protocols he has outlined to Darrell and then supervisors of each team and ask that they be delivered/posted as appropriate by the June meeting.</p> <p>Action: Gordie will send the protocols to Darrell and supervisors of each team for appropriate distribution and posting.</p>	<p>Gordie</p>	<p>Next meeting</p>
<p>3.6 Radio Issues</p> <p>Gordie reported that the Vendor is making some headway on existing radio repairs. There is no update from Bell. Darrell reported that there is a budget included with the new IWMS (Assetworks) for hardware. He stressed that it will take time to purchase and integrate new equipment.</p> <p>Action: Gordie to provide updates as more information becomes available.</p>	<p>Gordie</p>	<p>As available</p>
<p>3.7 Dalplex Supply Room near Basketball Net</p> <p>It was reported that the Grounds/Trucking team encountered issues in this area when working to remove exam tables. Dalplex staff were pushing to open the courts. Under such circumstances, FM staff should be encouraged to 1) stop work, 2) report the issue to supervisors, 3) decide safest solution before continuing work duties.</p> <p>Action: Darrell will speak to Mike Wilkinson about this incident.</p>	<p>Darrell</p>	<p>ASAP</p>

4. New Business		
4a. Round Table Discussion Gail reported that some toolbox meetings may not be occurring regularly post-COVID. She recognized Bill Jones’s efforts for carrying out weekly toolbox meetings via radio when not able to do so in-person. Action: Darrell will speak to Operations Managers to encourage Supervisors to reinstate regular toolbox meetings.	Darrell	ASAP
4b. Patrick MacIsaac Retirement The Committee congratulates member Patrick MacIsaac on his upcoming retirement from Dalhousie University. Pat’s last day on the job will be May 9 th , at which time he will be on vacation until he officially retires on July 1, 2023. This being his last safety committee meeting, the membership thanks him for his commitment and participation on the committee and wishes him well in this next phase of life.		
5. Review of Incident Statistics 6 incidents (5 custodial; 1 GTM) It was noted that the incident involving a concrete panel which fell from the exterior wall at the Cohn last month was not on the Safety Incident summary spreadsheet. It was determined that incidents reported via the EHS On-line Accident/Incident Submission do not appear to be automatically forwarded to Marcia Munroe. The Committee agreed that these incidents should be sent to Marcia for inclusion on the incident spreadsheet that is generated for our monthly Safety meetings. Action: Arthur to discuss with EHS office to determine how to send reports to Marcia Munroe regularly.	Arthur	ASAP
6. Safety Committee Training Video (EHS Office) – “ Day of Mourning 2023 – Ron Beck’s Story ” (5 mins) A link to the video is provided here for those who wish to share or review.		
7. Adjournment The meeting adjourned at 2:42 PM.		
Next Meeting The next meeting is scheduled for June 6, 2023, at 1:30 pm in CSB room 511.		