

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, June 6, 2023

1:30 PM

Central Services Building, Room 511

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| <p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Arthur Walsh, Finance & Admin (DPMG) Juanita Haas, Custodial (DPMG) Kevin Craig, AC (DPMG) Trevor Morine, Trades (DPMG)</p> <p>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>Cheryl Umegboh, EHS Office Craig Arthur, EHS Office Jonathon Atwin, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p> | <p>Regrets: Brad Smith, Trades (NSGEU 99) Gordon Rines, Trades (DPMG) Peter Coutts, AVP Facilities Management</p> <p>Absent: Vacant, Assistant Director, Minor Projects 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 May 2, 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 New Monthly Updates (Craig Arthur) The safety program review is ongoing.</p> <p>NSCC student Cheryl Umegboh was introduced to the committee. She is working with the EHS office on temporary placement and is assisting with the development of safety checklists.</p> <p>Jonathan Atwin is now working at the Truro campus.</p> | | |

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| <p>3.1.1 New Monthly Updates – continued WHMIS training for custodial staff is being coordinated. Safety training continues with senior project staff.</p> <p>The EHS office developed Safety Incident Inspection course is coming soon. Additional courses are also in development and will become available in due course.</p> <p>Of note, the most serious incident reported this past month was on the Truro campus where a contractor drilled through a live conduit while drilling into the floor. Luckily there were no injuries. The Department of Labour is involved, and the investigation is ongoing.</p> | | |
| <p>3.1.2 Asbestos Awareness Training Jonathan will speak to the projects lead about asbestos training for PMs. This item will remain on the agenda for the next meeting.</p> <p>Action: Jonathan to get in touch with the Projects lead regarding asbestos awareness training for PMs at an upcoming PM Safety Meeting.</p> | Jonathan (EHS) | Next meeting |
| <p>3.2 Safety Committee Training Copies of 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 CCOHS Health and Safety Committee course (and other courses recommended by the EHS Office) by the September meeting.</p> <p>Canadian Centre for Occupational Health and Safety (CCOHS) - 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> <ul style="list-style-type: none"> 1 Health and Safety Committees; 2 Workplace Inspections; 3 Due Diligence in Occupational Health and Safety; 4 Accident Investigation; and 5 Hazard Identification, Assessment and Control <p>Action: All committee members to take Health and Safety Committee course.</p> | All members | Next meeting |

3.2.2 CCOHS Course - Workplace Inspection Training

Scott advised that the Workplace Inspection form is accessible electronically on tablets and phones by scanning the QR code. The app sends the inspection directly to the EHS Office. Scott can provide a demo to supervisors upon request.



Cheryl provided an overview of the draft Office Inspection Checklist. This checklist is very similar to the Workplace Inspection Checklist. Cheryl stressed the importance of documentation in completing all workplace inspections.

Action: All committee members to take the Workplace Inspection Training.

All members

Next meeting

3.3 FM Safety Training Progress Report (Arthur Walsh)

Training Update:

| Topic | Completed | Completed | Pending/Scheduled |
|----------------------|-----------|-----------|---------------------|
| Confined Space | n/a | n/a | n/a |
| Fall Protection | n/a | n/a | 15 staff on June 14 |
| Respiratory Fit Test | n/a | n/a | n/a |
| Lift Training | n/a | n/a | 20 staff on June 20 |

Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed.

3.4 Rescue Team Resurrection

In Gordie's absence, Trevor reported that Gordie is reviewing the draft sign-up sheet and will distribute them once finalized.

Action: Gordie to provide sign-up sheets to supervisors once finalized.

Gordie

ASAP

3.5 Grounds Shop Lighting During Power Outages

Trevor reported that Jack Roach has investigated options for emergency warehouse lighting/generator. He suggested that added supplemental lighting would be easiest.

Action: Gordie to provide updates as more information becomes available.

Gordie

As available

3.6 Radio Issues

Trevor reported that High-Tech has repaired 7 handheld radios. These plus 12 spare batteries have been returned. More to come.

Action: Gordie to provide updates as more information becomes available.

Gordie

As available

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| <p>3.7 Dalplex Supply Room near Basketball Net</p> <p>Darrell reported that there is no change in the process for staff working in the basketball court area. Mike Wilkinson’s team will be advised that if an unsafe work environment is obvious, they should stop work until the issue has been resolved (ie wait until players leave the court).</p> <p>Juanita confirmed that there have been no further incidents since custodial staff have been accessing the storage closet earlier in the morning.</p> <p>Action: Darrell will speak to Mike Wilkinson about unsafe work instructions.</p> | Darrell | ASAP |
| <p>3.8 Toolbox Meeting Reinstatement</p> <ul style="list-style-type: none"> - Bill Jones – actively holding meetings; - Custodial – 2x/month; - Grounds – 1x/month; - Thermal Plants – difficult to get staff together at one time; managers chat daily with staff, rotating through operators. <p>Darrell confirmed that members should sign-off on meeting notes, particularly when directives are given during the meeting. It is important to have documentation on hand to confirm information has been provided, particularly in the event of an incident later.</p> <p>Administrative groups should be having conversations about safety as well.</p> <p>Action: Darrell will check with Gordie and Mike Wilkinson regarding toolbox meeting frequency for their teams.</p> | Darrell | Next Meeting |
| <p>4. New Business</p> | | |
| <p>4a. Safety KPI’s</p> <p>Darrell asked for suggestions of ways we can measure our success as a committee. Examples included increases in the number of incidents and/or near misses being reported; number of days between reports of incidences.</p> <p>Other suggestions:</p> <ul style="list-style-type: none"> - Number of incidents and/or near-misses reported - Toolbox topic: What is a “near-miss”? to encourage staff to report - Number of days between reports of incidences - Number of toolbox meetings in a month or a year - Number of workplace inspections (where) - How many internal and external training courses were taken each month - Incident reporting by location (building and campus) - Vaccinations recommended for staff doing high-risk work (examples – dental clinic, animal care, vet clinic, Hancock (AC), gardening (dirty work), trades work) New custodians should be offered vaccinations via Dal Health Services | | |
| <p>4b. Round Table Discussion</p> <ul style="list-style-type: none"> - Security committee rep search – ongoing - Asbestos Database Access – All supervisors/managers have access. The database is difficult to interpret if you don’t work with the information. The information is not ideal – it’s a good guide but can’t be guaranteed. PMs should ensure a hazardous material investigation is carried out in spaces they are coordinating work in and should arrange abatement when necessary. All staff should check with supervisors before accessing areas in question. | | |

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| <p>5. Review of Incident Statistics 15 incidents total (13 in May; 2 added from April) (6 custodial; 5 trades; 2 GTM; 2 contractor)</p> <p>Gail noted that the icon placed on computer desktops has been very helpful.</p> <p>Action: Arthur to discuss with EHS office to determine how to send reports to Marcia Munroe regularly.</p> | <p>Arthur</p> | <p>ASAP</p> |
| <p>6. Safety Committee Training Video (EHS Office) –</p> <ul style="list-style-type: none"> • “Nova SAFE” Safety Tool App Intro • https://www.novasafe.ca/ <p>Links provided here for those who wish to share or review.</p> <p>This website/app provides regulatory requirements, legislation, and other resources for OHS and technical safety topics.</p> <p>Instructions for installation of the app is attached to these minutes.</p> | | |
| <p>7. Adjournment The meeting adjourned at 2:42 PM.</p> | | |
| <p>Next Meeting The next meeting is scheduled for September 5, 2023, at 1:30 pm in Mona Campbell room 3207.</p> | | |