Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, September 5, 2023 1:30 PM Mona Campbell Building, Room 3207

Present:

Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, Co-Chair)

Arthur Walsh, Finance & Admin (DPMG) Kevin Craig, AC (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG) Trevor Morine, Trades (DPMG)

Brett Nelson, AC (NSGEU 99)
Gail Best, Trades (NSGEU 99)
Kirk Dexter, Planning (NSGEU 77)
Sam Spears, Custodial (NSGEU 99)
Vera Sampson, Custodial (NSGEU 99)

Craig Arthur, EHS Office

Natalie Shires, Minute Taker

Regrets:

Brad Smith, Trades (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gordon Rines, Trades (DPMG) Juanita Haas, Custodial (DPMG) Peter Coutts, AVP Facilities Management

Absent:

Vacant, Security (NSGEU 99)

	Action By	Due Date
1. Call to Order / Approval of Agenda		
The meeting was called to order at 1:30 PM and was chaired by Darrell Boutilier.		
Darrell welcomed new members Mike Simms and Nick Taylor, both project managers, to		
the Committee and thanked them for volunteering to serve as members.		
2. Approval of Minutes		
The minutes from the June 6, 2023, meeting were approved as circulated.		
3. Outstanding Items from Previous Meetings		
3.1 EHS Office Update		
3.1.1 New Monthly Updates (Craig Arthur)		
The safety program review is ongoing.		
Jonathan Atwin has left Dalhousie to take a position with Canada Post. The EHS Office is in		
the process of filling this vacancy.		
Courses are being developed for Transportation of Dangerous Goods (TDG) and		
Respiratory Protection. Staff who are required to use respirators are encouraged to sign up for respirator fit tests by contacting the EHS Office.		

3.1.2 Asbestos Awareness Training		
Mike Simms offered to speak with Stuart McCormack about asbestos training for PMs.		Next
Action: Mike Simms to speak with Projects lead to see if there is interest in asbestos training for PMs.	Mike Simms	meeting
3.2 Safety Committee Training		
Copies of training certificates should be sent to Marcia Munroe (<u>mr726825@dal.ca</u>).		
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) as follows:		
<u>Canadian Centre for Occupational Health and Safety (CCOHS)</u> - 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:		
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		
3.2.2 CCOHS Course - Workplace Inspection Training The new app for workplace inspections is still being updated. Project managers have the checklist. Respective QR codes have been posted in trades shops so staff can easily scan to access the checklist relevant to them.		
3.3 FM Safety Training Progress Report (Arthur Walsh)		
No training took place during the months of June, July and August.		
The EHS Office recommended FM confirm chain saw safety training is up-to-date with the upcoming storm season.		
Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed.	5	
3.4 Rescue Team Resurrection		
Trevor reported that sign-up sheets were posted, but not distributed. The EHS Office suggested Accident Investigation Training is helpful to rescue team members. Darrell will check with Gordie on the progress of sign up.	Darrell	Next meeting
Action: Darrell to follow up with Gordie.		
3.5 Grounds Shop Lighting During Power Outages		
Item moved to next month's agenda.	Gordie	As
Action: Gordie to provide updates as more information becomes available.	Gordie	available
It was noted that there are still no "directional driving" signage in the lane by the Ground shop. Darrell will ask Mike Wilkinson about this.	S Darrell	Next
	1	meeting

3.6 Radio Issues		
Trevor reported that High-Tech continues to repair radios.	Gordie	As
Action: Gordie to provide updates as more information becomes available.	а	available
3.7 Dalplex Supply Room near Basketball Net Darrell reported that Mike Wilkinson spoke to Chris Keough at Dalplex about not scheduling court rentals during exams setup/breakdown.		
3.8 Toolbox Meeting Reinstatement Darrell reported that all teams have increased toolbox meeting frequency.		
4. New Business		
4a. The Signal Newsletter Committee members were encouraged to sign up for a free subscription to <i>The Signal e-Newsletter</i> if they haven't already. This newsletter is published quarterly by the Safety Branch of the NS Department of Labour, Skills and Immigration and can also be accessed through the <i>Nova Safe</i> safety tool app.		
 4b. Round Table Discussion Safety KPI's – Darrell reminded members to continue to think of ways to measure the Committee's success, such as tracking safety incidents, keeping stats on toolbox meetings and workplace inspections, as well as near miss reporting. 		
 Mona Campbell 4th floor Lighting Issue – Vera reported an issue with the lights going out in washrooms and some classrooms on the 4th floor of the Mona Campbell building. She has reported the issue and it has been fixed numerous times but keeps recurring. Darrell will check with maintenance on whether this could be a "lighting control system" issue. Action: Darrell to check with maintenance regarding the MC 4th floor lighting issue. 	Darrell	Next meeting
 Pressure Vessel Inspections – The EHS Office noted that a lot of pressure vessels on campus (ie air compressors, espresso machines, etc.) are not being inspected regularly as they should be to ensure they meet Canadian Standards. Craig Arthur will talk to Gordie about this. Action: Craig will talk to Gordie about ensuring pressure vessels are included in equipment inspections. 	Craig	Next meeting
 "No Smoking" Signage – Kirk inquired "no smoking" signs and where they can be sourced on campus. It was suggested that Security Services supplied them in the past and that Kirk could contact Brad Nicholson to confirm. Action: Kirk to contact Brad Nicholson in Security to inquire about "no smoking" signs. 	Kirk	Next meeting
5. Review of Incident Statistics 1 added from April 2 added from May 9 in June 11 in July		
11 in August		Next
(23 custodial; 6 trades; 1 GTM; 1 contractor; 3 security)	Arthur	meeting
6. Safety Committee Training Video (EHS Office) – Safety Training Video – <u>Handwashing</u> – EHS Safety-Snippet		
Link provided here for those who wish to share or review.		

7. Adjournment The meeting adjourned at 2:32 PM.	
Next Meeting The next meeting is scheduled for October 3, 2023, at 1:30 pm in Mona Campbell room 3207.	