

## Facilities Management Environmental Health and Safety Committee

### Meeting Notes

Tuesday, October 3, 2023

1:30 PM

Mona Campbell Building, Room 3207

<p><b>Present:</b>                  Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Gordon Rines, Trades (DPMG)                  Kevin Craig, AC (DPMG)                  Mike Simms, Project Manager (DPMG)                  Nick Taylor, Project Manager (DPMG)                  Trevor Morine, Trades (DPMG)                  Valerie Borgal, Custodial (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99)                  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)</p> <p>Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b>                  Arthur Walsh, Finance &amp; Admin (DPMG)                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)                  Cherstin MacMillan (NSGEU 77)                  Peter Coutts, AVP Facilities Management</p> <p><b>Absent:</b>                  Vacant, Security (NSGEU 99)</p>
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	Action By	Due Date
<p><b>1. Call to Order / Approval of Agenda</b>                      The meeting was called to order at 1:30 PM and was chaired by Darrell Boutilier. Darrell welcomed Valerie Borgal to the Committee. Darrell thanked Juanita Haas, whom Valerie is replacing, for her service as a committee member.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the <b>September 5, 2023</b>, meeting were approved as circulated.</p>		
<p><b>3. Outstanding Items from Previous Meetings</b></p>		
<p><b>3.1 EHS Office Update</b></p>		
<p><b>3.1.1 New Monthly Updates (Scott McPherson)</b>                      The safety program review is ongoing.</p> <p>Respirator fit tests will soon be available. Anyone who works around dust should connect with the EHS office to book a test. They are required every two years.</p> <p>Custodians working in dusty locations should also be properly fitted for dust masks. This can also be done by contacting the EHS office directly.</p>		

<p><b>3.1.2 Asbestos Awareness Training</b> Custodial training has been completed.</p> <p>Mike Simms confirmed that acting Director of Projects Stuart McCormack is interested in setting up asbestos training for PMs. Scott from the EHS office will connect with Stuart to discuss and determine the type of training best suited for PMs as relates to their work.</p> <p>Asbestos training for trades working directly with this material should have formal training arranged by Mary Jane Webber.</p>		
<p><b>3.2 Safety Committee Training</b> Copies of training certificates should be sent to Marcia Munroe (<a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a>).</p>		
<p><b>3.2.1 CCOHS Course – Health and Safety Committees</b> Members are encouraged to take the CCOHS Health and Safety Committee course (and other courses recommended by the EHS Office) as follows:</p> <p><a href="#">Canadian Centre for Occupational Health and Safety (CCOHS)</a> - 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"> <li>1 Health and Safety Committees;</li> <li>2 Workplace Inspections;</li> <li>3 Due Diligence in Occupational Health and Safety;</li> <li>4 Accident Investigation; and</li> <li>5 Hazard Identification, Assessment and Control</li> </ol>		
<p><b>3.2.2 CCOHS Course - Workplace Inspection Training</b> 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.</p>		
<p><b>3.3 FM Safety Training Progress Report</b> No training was carried out during the month of September (as confirmed by Mary Jane Webber).</p> <p>Gordie indicated that Scaffolding User training for carpenters and Rigging training for the mechanical team should be made a priority for trades staff. Bill Jones has reached out to the EHS office about arrangements.</p> <p>It was noted that scaffolding training requires prerequisite fall protection training for those interested.</p> <p>Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed.</p>		
<p><b>3.4 Rescue Team Resurrection</b> Gordie reported seven members from various FM units, including HVAC, custodial, projects, and human resources, have expressed interest. Bill Jones requested extra time to report back from his group. Once the list is complete, level of interest, availability to respond to an emergency, as well as time and expense of training and inspecting equipment must be assessed. Hazzard/risk assessments must be carried out prior to work being done to determine whether circumstances warrant EHS involvement.</p> <p><b>Action: Gordie will report further at the next meeting on interest.</b></p>	Gordie	Next meeting
<p><b>3.5 Grounds Shop</b></p>		

<p><b>3.5.1 Lighting During Power Outages</b> Gordie indicated that there are many options to achieve emergency lighting in the Grounds Shop and other areas of the Stores Warehouse (ie. generator installation, battery supplied emergency lighting). An end goal needs to be determined before a decision can be made on how to proceed.</p> <p><b>Action: Darrell and Gordie to discuss and report back to the committee.</b></p>	<p>Gordie and Darrell</p>	<p>Next meeting</p>
<p><b>3.5.2 Directional Driving Signage</b> Darrell reported that asphalt paint indicating driving direction has been applied in the lane by the Grounds shop but this has not made much difference. Other options were discussed, including auto fencing, gates, and signage. It was decided that the situation will be monitored and next steps discussed.</p> <p><b>Action: Situation to be monitored and an updated provided by Darrell once more information is available.</b></p>	<p>Darrell</p>	<p>As needed</p>
<p><b>3.6 Radio Issues</b> Trevor reported that High-Tech continues to repair radios.</p> <p><b>Decision: This issue is being addressed on an ongoing basis. It was agreed to remove it as an agenda item with the understanding that it will be reinstated on the agenda if safety issues arise.</b></p>		
<p><b>3.7 Mona Campbell 4<sup>th</sup> Floor Lighting Issue</b> Darrell reported that Trades has bypassed the issue. However, one replacement switch is still pending and will be upgraded once the part is available. Vera confirmed that the lighting issue has been greatly improved in the areas identified.</p> <p><b>Decision: This issue has been addressed. It was agreed to remove it as an agenda item.</b></p>		
<p><b>3.8 Pressure Vessel Equipment Inspections</b> Scott reported that Craig has yet to connect with Gordie on this subject. This item has been referred to the next agenda.</p> <p><b>Action: Craig will talk to Gordie about ensuring pressure vessels are included in equipment inspections.</b></p>	<p>Craig/Gordie</p>	<p>Next meeting</p>
<p><b>3.9 No Smoking Signage</b> Kirk reported that he spoke with Greg McNutt in FM Planning about signage and learned that signage is ordered by departments as needed. Further input from Greg included:</p> <ul style="list-style-type: none"> <li>• “No smoking” or “No idling” signage is usually ordered to address an issue.</li> <li>• Funding for signage is decided at the time it is ordered.</li> <li>• Interior “destination” signage is the responsibility of the department or unit requesting it.</li> <li>• External building signs are the responsibility of FM and are planned for renewal as appropriate (eg university rebranding; repair)</li> <li>• Placement of signage should be reviewed by FM Planning.</li> </ul> <p>Mike Simms noted that he uses EyeCandy for projects he’s involved with.</p> <p><b>Decision: This issue has been addressed and it was agreed to remove it as an agenda item.</b></p>		

<b>4. New Business</b>		
<b>4a. Electric Scooters</b> Brad raised concern around electric scooters (mostly private, but some rented) which are often found on campus chained to bike racks and stair rails, as well as occasionally inside buildings. He asked if it is appropriate for them to be stored with bikes and, if so, could signage be erected indicating so. Trevor noted that he has had signs placed in areas where issues have arisen regarding scooter and bike as needed. Scott stressed that, being battery operated, scooters being taken inside building is a safety hazard and should be immediately reported to Security. He will discuss this with other members of the EHS office suggesting a general communication from EHS educating the Dal Community about scooter use on campus may be warranted.  <b>Action: Scott to discuss at EHS and determine what next steps may be appropriate.</b>	Scott McPherson	Next meeting
<b>4b. Round Table Discussion</b> <ul style="list-style-type: none"> <li>Gail inquired whether the DalSafe App is available on the Safety App.</li> </ul> <b>Action: Scott will ask Craig Arthur if the DalSafe App is available.</b> <ul style="list-style-type: none"> <li>Val asked how fire wardens are assigned to and identified in buildings/areas. It was clarified that volunteers usually step forward to take on this role – one warden and one back-up warden per floor. It was noted that Steve Ellis or Mike Novac in the EHS office would arrange training for fire wardens in each area. Kevin asked if wardens are expected to check all rooms in an evacuated building if it is unsafe to do so.</li> </ul> <b>Action: Scott will ask Craig Arthur for clarification on fire warden responsibilities and expectations.</b>	Scott McPherson  Scott McPherson	Next Meeting  Next meeting
<b>5. Review of Incident Statistics</b> Natalie reported that incident statistics were unavailable for September and that the committee would report on September and October together at the next meeting.  Arthur was present to provide an update on how to send reports to Marcia Munro in FM HR. This item will be deferred to the next meeting agenda.  <b>Action: Arthur to discuss with EHS office to determine how to send reports to Marcia Munroe regularly.</b>	Arthur	Next meeting
<b>6. Safety Committee Training Video (EHS Office) –</b> Safety Training Video – <a href="#">Fire Alarms</a> – EHS Safety-Snippet  Link provided here for those who wish to share or review.		
<b>7. Adjournment</b> The meeting adjourned at 2:29 PM.		
<b>Next Meeting</b> The next meeting is scheduled for <b>November 7, 2023, at 1:30 pm in Mona Campbell room 3207.</b>		