

## Facilities Management Environmental Health and Safety Committee

### Meeting Notes

Thursday, November 16, 2023

10:30 PM

Mona Campbell Building, Room 3207

<p><b>Present:</b>                  Darrell Boutilier, Operations (DPMG, Co-Chair)                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)</p> <p>Arthur Walsh, Finance &amp; Admin (DPMG)                  Gordon Rines, Trades (DPMG)                  Kevin Craig, AC (DPMG)                  Mike Simms, Project Manager (DPMG)                  Nick Taylor, Project Manager (DPMG)                  Valerie Borgal, Custodial (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)</p> <p>Craig Arthur, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b>                  Peter Coutts, AVP Facilities Management                  Trevor Morine, Trades (DPMG)                  Vera Sampson, Custodial (NSGEU 99)</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 10:34 PM and was chaired by Balbeer Singh.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the <b>October 3, 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</b>                      Craig reported that the safety program review is ongoing.</p> <p>A replacement for the vacant EH&amp;S Specialist (Industrial) should be filled by Christmas.</p> <p>Asbestos Management Plan is done. A final review is required before it goes live.</p> <p>The EHS Office has finalized additional new safety posters and will share upon request.</p> <p>The Respirator Course is in its final stages. A new location is needed for respirator fit tests. Space Planning is assisting in finding space.</p>		

<p><b>3.1.2 Asbestos Awareness Training (EHS Office)</b>  A mydal page containing asbestos awareness information is now on the EH&amp;S mydal site. People needing basic awareness can read this page and use the form at the bottom to record an acknowledgement of completion (which they can give their supervisor).</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>  Craig reported that the new App for workplace inspections is still being updated. Inspection Apps have been taken over by Scott McPherson. Some PMs already have it – no feedback has been received as yet. EHS will follow-up with PMs.</p>		
<p><b>3.3 FM Safety Training Progress Report</b>  Arthur reported that no training took place in October. Fall Protection took place November 8-9. PMs will be worked into the schedule eventually. Scaffolding User training is next week – November 21-22-23. Fundamentals of Rigging training is November 29-30 and December 5-6 in Burnside. Staff registered for this training have been notified.</p> <p>EDIA training continues December 5-6</p> <p>No further training is scheduled until January 2024. Upcoming is lift, scaffolding, elevated platform, asbestos handling training.</p> <p>All training will now take place in the University Club (formal dining room) where appropriate.</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 15 people have expressed interest, including one external to FM. Next step is to meet with these individuals to review what is involved – training, commitment, availability, etc.</p> <p><b>Action: Gordie will report further at the next meeting on interest.</b></p>	<p><b>Gordie</b></p>	<p><b>Next meeting</b></p>
<p><b>3.5 Grounds Shop</b></p>		

<p><b>3.5.1 Lighting During Power Outages</b>  Gordie indicated that discussions with Jack have resulted in the conclusion that a wired generator is overkill for this purpose and a portable generator requires deployment and regular maintenance. The Grounds Shop is not a place of work – staff go there to retrieve gear and then leave. Current exit lighting is sufficient. Staff have been provided hats with headlamps, plus most staff now have cell phones with flashlights if needed. Rechargeable lights will be placed strategically within the building for retrieval and use when needed – to be replaced to the location directly afterwards.</p>		
<p><b>3.5.2 Directional Driving Signage</b>  Darrell reported that Mike Wilkinson has confirmed that the asphalt paint is not making a difference in non-FM traffic in this lane. Next steps are to investigate the installation of an automated gate at each end of the lane.</p> <p><b>Action: Darrell to report back regarding potential automated gate installation.</b></p>	Darrell	As needed
<p><b>3.6 Pressure Vessel Inspections (EHS Office)</b>  Craig reported that FM takes care of FM equipment inspections. The EHS Office is trying to obtain clarification from the LSI Chief Pressure Vessel Inspector on what other types of equipment are included in the Boiler &amp; Pressure Vessel Inspection Act/regs, which may be considered a pressure fitting.</p> <p><b>Action: The EHS Office will provide updates as they become available.</b></p>	EHS Office	As available
<p><b>3.7 Electric Scooters (EHS Office)</b>  Craig indicated that the EHS Office is looking at producing a Safety Snippet video on Scooters and Electric Bikes reviewing the fire hazards involved in storing them.</p> <p><b>Action: The EHS Office will advise when this snippet becomes available.</b></p>	EHS Office	As available
<p><b>3.8 DalSafe App/Safety app (EHS Office)</b>  Craig’s office will investigate whether the Accident/Incident report app can be made available on Security’s DalSafe App. In the meantime, the app can be found on the EHS MyDal page at the top of the page. Issues with this app should be reported to Craig Arthur.</p> <p><b>Action: The EHS Office will report back regarding the DalSafe App.</b></p>	EHS Office	As available
<p><b>3.9 Fire Warden Assignment and Responsibilities (EHS Office)</b>  Craig indicated that information on Fire Wardens can be found on the EHS MyDal page under “life safety” and Mike Novac is the contact in the EHS office for fire safety. He clarified that wardens are only assigned in fully occupied buildings during regular hours. Wardens should be located in areas that require them to go through the building to exit. They are not expected to travel around the building to check areas for people during an alarm – they should only check areas they pass through as they exit the building. Wardens are not to re-enter a burning building but do need to report persons waiting for assistance to exit the building to responding emergency services.</p>		
<p><b>4. New Business</b></p>		

<p><b>4a. Round Table</b></p> <ul style="list-style-type: none"> <li>Gail inquired about inspections of FM spaces. Craig indicated that the intent is to replace paper inspection sheets with digital ones via QR codes, which have been posted in some areas. The EHS Office is working on distributing QR codes for additional spaces as inspection checklists are developed. In the meantime, staff are expected to report any issues they see. He also noted that Utility rooms should be identified according to purpose (ie mechanical, electrical, custodial, etc).</li> </ul>		
<p><b>4a. Round Table (continued)</b></p> <ul style="list-style-type: none"> <li>Sam reported that there is a mold issue in the showers at Sherriff Hall (new Eddy) requiring some shower areas to be closed. He also noted leaking hose valves in some areas. He believes the issues were submitted as service requests but no repairs have been made yet. Craig encouraged Sam to have the residence supervisor send an email to Craig about these issues. In the meantime, Cherstin will check to see if SRs have been submitted on these issues.</li> </ul> <p><b>Action: Cherstin to check whether SRs have been submitted on these issues.</b></p>	Cherstin	Next Meeting
<p><b>5. Review of Incident Statistics</b></p> <p>Several recently reported incidents from the summer, as well as September and October include:</p> <p>(21 custodial; 1trades; 1GTM; 1 contractor; 1 projects; 2 AC - Truro)</p> <p>Craig indicated that the DoL issued one order and one warning to FM regarding fume hood inspections as a result of the Tupper Lab Explosion which occurred earlier this fall.</p>		
<p><b>6. Safety Committee Training Video (EHS Office) –</b>  Safety Training Video – <a href="#">AED's</a> – EHS Safety-Snippet</p> <p>Link provided here for those who wish to share or review.</p> <p>Craig advised that (60) AEDs on campus are inspected regularly, including replacement of batteries. This equipment has saved at least one life on campus since being installed. The EHS Office offers training on these devices, as well as on the deployment of fire extinguishers for anyone who wishes to sign up.</p>		
<p><b>7. Adjournment</b></p> <p>The meeting adjourned at 11:35 PM.</p>		
<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for <b>December 5, 2023, at 1:30 pm in Mona Campbell room 3207.</b></p>		