

**Facilities Management Environmental Health and Safety Committee**

Meeting Notes

Tuesday, January 9, 2024

1:30 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)                  Trevor Morine, Trades (DPMG)                  Valerie Borgal, Custodial (DPMG)</p> <p>Kirk Dexter, Planning (NSGEU 77)                  Sam Spears, Custodial (NSGEU 99)                  Vera Sampson, Custodial (NSGEU 99)</p> <p>Craig Arthur, EHS Office                  Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b>                  Brad Smith, Trades (NSGEU 99)                  Brett Nelson, AC (NSGEU 99)                  Cherstin MacMillan (NSGEU 77)                  Gail Best, Trades (NSGEU 99)                  Nick Taylor, Project Manager (DPMG)                  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 1:32 PM and was chaired by Balbeer Singh.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the <b>December 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</b>                      The safety program review is ongoing.</p> <p>Portable ladder progress spreadsheet is now available on the EHS MyDal page.</p>		
<p><b>3.1.2 Asbestos Awareness Training (EHS Office)</b>                      General asbestos awareness training is now available at EHS office. This can be taken virtually. The EHS office will coordinate unit training upon request. Information sessions can also be organized for toolbox meetings upon request.</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>  The February 6<sup>th</sup> meeting has been extended by 30 minutes for the Committee to go through the CCOHS course as a group.</p> <p>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>  Workplace inspection training has been delayed until it can be lined up with the inspection form. This training takes approximately 6 minutes to complete.</p>		
<p><b>3.3 FM Safety Training Progress Report</b>  Arthur reported that Fundamentals of Rigging training was carried out for 4 individuals on December 13<sup>th</sup> and that 5 additional individuals were attending a session today (January 9<sup>th</sup>). Scheduling will resume once Mary Jane Webber is back in the office.</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 that he contacted two rescue training related companies to assess what is involved. The Red Cross (Emergency Response Training) has no availability at present.</p> <p>High rescue and confined space rescue training involves being comfortable with heights and confined spaces, and a tolerance for wearing respiratory masks and other related head gear. It also requires the ability to lift/pull dead-weight. Training costs are approximately \$1,300-\$1,500 per person for a 3-year certification. Note, confined space training requires annual recertification.</p> <p>An assessment/inspection of all rescue gear is also required to assure it is certified and/or safe for use. Replacement required as needed.</p> <p>Gordie also clarified that the rescue team would only be called in for planned, in-house work events – not contractor work. He will arrange a meeting to discuss logistics of training to ensure volunteers are aware of what is expected of them.</p> <p><b>Action: Gordie will report further at the next meeting.</b></p>	<p><b>Gordie</b></p>	<p><b>Next meeting</b></p>

<b>3.5 Grounds Shop</b>		
<b>3.5.1 Directional Driving Signage in Lane</b> Darrell reported that the installation of a gate operated by remote control is being coordinated by Mike W and Brad (Security). The gate will be left open during snow removal efforts.  <b>Action: Darrell will report back once the gate has been installed.</b>	Darrell	As available
<b>3.6 Pressure Vessel Inspections (EHS Office)</b> Craig reported that no further information has been received from the Chief Inspector's Office.  <b>Action: The EHS Office will provide updates as they become available.</b>	EHS Office	As available
<b>3.7 Electric Scooters (EHS Office)</b> Craig indicated that the EHS Office Safety Snippet video on Scooters and Electric Bikes will not be available until approximately April. Videos on Vehicle Winter Prep, Fume Hood Safety, and Glove Safety are also forthcoming.  <b>Action: The EHS Office will advise when this snippet becomes available.</b>	EHS Office	As available
<b>3.8 DalSafe App/Safety app (EHS Office)</b> Craig reported that Security is working on implementing the Accident/Incident Reporting App on the DalSafe App.  <b>Action: The EHS Office will report back regarding the DalSafe App.</b>	EHS Office	As available
<b>3.9 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue</b> Mateo reviewed this issue with Blair. Craig Arthur reported that better air circulation devices were installed over the holidays. He will check back with Mateo now that students have returned to campus.  <b>Action: Craig will report back once he has spoken with Mateo.</b>	Craig Arthur	As available
<b>3.10 KPIs – Toolbox Meeting Compliance</b> Darrell is developing a spreadsheet to track toolbox meeting occurrences and topics. He will be asking managers to submit attendance sheets once per month, to include date and topic of discussion.		
<b>4. New Business</b>		

<p><b>4a. Round Table</b></p> <ul style="list-style-type: none"> <li>Natalie reported frequently seeing vehicles use the access lane between Howe Hall and the Killam Library of late to get from the Dunn parking lot to LeMarchant Street. Darrell indicated that he will ask Mike W to have a barrier put in place to block this route to regular traffic. The barrier will be moved during snow removal efforts. <b>Action: Darrell to speak to Mike W about placement of a barrier.</b></li> <li>Balbeer suggested the placement of one or more defibrillators in the Warehouse, preferably near the Grounds Shop, given the physical work done by staff located there. Craig Arthur will inquire about costs (estimated to be \$1,200-\$1,500 for the unit and \$400-\$600 every three years for paddles and batteries) and funding to place a defibrillator in this area. <b>Action: Craig will investigate cost and funding to locate a unit in this location.</b></li> </ul>	<p>Darrell</p> <p>Craig</p>	<p>Next meeting</p> <p>Next meeting</p>
<p><b>5. Review of Incident Statistics</b> Three incidents were reported from December which included 2 near miss reports:  2 Custodial; 1 Projects</p>		
<p><b>6. Safety Committee Training Video (EHS Office) –</b> Safety Training Video – <a href="#">Noise and Hearing Loss</a> – EHS Safety-Snippet  Link to video provided here for those who wish to share or review.  Craig Arthur advised that there are phone apps that measure sound decibels but they are not reliable. The EHS office is capable of testing and can be contacted to make arrangements.</p>		
<p><b>7. Adjournment</b> The meeting adjourned at 2:11 PM.</p>		
<p><b>Next Meeting</b> The next meeting is scheduled for <b>February 6, 2024, at 1:30 PM in Mona Campbell room 3207 and has been extended by 30 minutes to review Health and Safety Committee Training.</b></p>		