

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, April 9, 2024

1:30 PM

CSB Training Room 511

<p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP (Acting)</p> <p>Arthur Walsh, Finance & Admin (DPMG) 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) 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>Mick Boyd, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets:</p> <p>Absent: Vacant, Security (NSGEU 99)</p>
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	Action By	Due Date
1. Call to Order / Approval of Agenda The meeting was called to order at 1:32 PM and was chaired by Darrell Boutilier.		
2. Approval of Minutes The minutes from the March 12, 2024 , meeting were approved as circulated.		
3. Outstanding Items from Previous Meetings		
3.1 EHS Office Update		

<p>3.1.1 New Monthly Updates The safety program review is ongoing.</p> <p>SWPs currently found on the FM Safety webpage are under review and being updated by the EHS office. These documents will be moved to the EHS Industrial Safety MyDal page (login required) as they become finalized and old versions removed from the FM webpage.</p> <p>Radiation safety training is scheduled for May 8th which includes leak testing (one lab – sealed source). The EHS Office is developing a TDG training course for labs and PIs.</p> <p>CBT is being developed for a Biohazard Materials and Equipment course. It’s currently going through the testing phase. Audits are ongoing.</p> <p>The EHS Office is working on additional Chemical specific resources and guidance in best handling practices for specific chemicals (e.g. hydrofluoric acid HF, picric acid, etc).</p> <p>Fire and Life Safety are working with Security and Accessibility to develop shelter in place plans which include emergency procedures, maps and plans for areas of refuge.</p> <p>Hot Work, Electrical, Contractor Safety, Lifting Above and Below the Hook, and Portable Ladders programs are all recommended toolbox discussion topics recommended by the EHS Office.</p>		
<p>3.1.2 Asbestos Awareness Training (EHS Office) Asbestos awareness training is available upon request.</p> <p>Decision: This item can be removed from the agenda.</p>		
<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 The final portion of the March meeting was used for the Committee to review the CCOHS Health and Safety Committee training session as a group. The session was not completed due to a technical issue. Members are encouraged to register and complete the training individually.</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>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> <ol 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>3.2.2 CCOHS Course - Workplace Inspection Training Digitized Site Safety Observation app is available on cell phones for the Projects group. Trades shops have access via QR codes. The CCOHS program is not yet available.</p>		
<p>3.3 FM Safety Training Progress Report</p> <p>INSERT TABLE - Marcia</p> <p>Asbestos Awareness – 5 sessions were completed in March. 1 additional session needed. Certificates to be distributed.</p> <p>Scaffold Erection – Training now complete with 7-8 certificates to be issued.</p> <p>Arc Flash – 1 session completed in March. Additional sessions to be scheduled for spring.</p> <p>First Aid/CPR training is being investigated.</p> <p>Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs. and schedule as needed. Training for FM Projects Managers should be arranged by the Director.</p>		
<p>3.4 Rescue Team Resurrection Gordie reported that the next step in the resurrection process is to determine if there is a cost benefit to having the Team resurrected given the current cutback expectations to the FM operational budget. (Cost estimates - Training \$13,000-\$14,000 and equipment upgrade \$8,000-\$10,000.)</p> <p>Action: Gordie and Arthur will meet with David MacDonald (FM Finance) to assess and report back to the Committee.</p>	Gordie	Next meeting
<p>3.5 Grounds Shop</p>		
<p>3.5.1 Directional Driving Signage in Lane Darrell reported that the installation of a remote-controlled gate is still pending identification of location for electrical by NS Power.</p> <p>Action: Darrell will follow-up with Mike Wilkinson and report back.</p>	Darrell	Next meeting
<p>3.6 Electric Scooters (EHS Office) No update. (The EHS Office Safety Snippet video on Scooters and Electric Bikes will not be available until Spring.)</p> <p>Action: The EHS Office will advise when this snippet becomes available.</p>	EHS Office	As available
<p>3.7 DalSafe App/Safety app (EHS Office) No update. (Security is still working on the implementation of the Accident/Incident Reporting App on the DalSafe App.)</p> <p>Action: The EHS Office will advise when the Accident/Incident App becomes available on the DalSafe App.</p>	EHS Office	As available

<p>3.8 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Gordie reported that AllTech completed testing. Mold was detected at lower than expected levels within an acceptable range (not harmful). Mateo confirmed that repairs are scheduled for this summer.</p> <p>Action: Gordie to follow-up with Mateo at the end of summer. Sam to report if the situation worsens in the meantime.</p>	<p>Gordie / Sam</p>	<p>Fall 2024 or sooner if needed</p>
<p>3.9 KPIs – Toolbox Meeting Compliance Darrell presented the spreadsheet supervisors are populating to the group and noted an improvement in number of toolbox meetings being held.</p>		
<p>3.10 Defibrillators for the Warehouse Gordie reported Steve Elles confirmed that only one defibrillator is required per building. Supervisors at the Warehouse will advise staff where the unit is located. Location of AEDs was recommended as an upcoming toolbox topic.</p> <p>Decision: This item can be removed from the agenda.</p>		
<p>3.11 Eye Wash Stations at CHEB Mike indicated that the eyewash stations retained for the EHS Office have not yet been picked up and that he would reach out to Steve Beaton.</p> <p>Action: Mike to arrange with Steve Beaton for transfer of four eye wash stations to the McCain building basement EHS storage.</p>	<p>Mike</p>	<p>Next meeting</p>
<p>3.12 Unlabeled Sump-pits in CHEB No update.</p> <p>Action: Brad to follow-up with Josh (EHS Office) and report back to the group.</p>	<p>Brad</p>	<p>Next meeting</p>

<p>4. New Business</p> <ul style="list-style-type: none"> • 1st Aid Response by Security – Gail reported rumours that Security Services is no longer providing first aid response on campus. Craig and Darrell advised that they have heard nothing to confirm this but did indicate that there is a secondary group that provides response at events. • Mona Campbell Elevator Pit Pumps Turned Off – Gail reported that the MC elevator pits have flooded at least once due to pit pumps being turned off at the switch in the Mechanical room for no reported reason and with no Lock-out/Tag-out indicators in place. Discussion outcome – unlabeled switches should be immediately reported; Lock-out/Tag-out training is being developed (12 months away); Lock-out/Tag-out recommended as a good toolbox topic. • Stripping/Waxing Procedures for Asbestos Floor Tiles – Gail asked if there is a procedure for this work. Discussion outcome – A procedure that includes how to identify asbestos tiles can be developed for this work by the EHS Office; good toolbox topic that should include instruction. Action: The EHS Office to contact Mike Campbell about proper procedure to develop safe work instructions. • Contractors Drilling in LSC – Gail reported that contractors have been drilling into drywall in the LSC with no Hepa-vacs in place. Action: Mike S to follow-up with PM Charles Bennett about this work. • Confined Space Gas Detectors – The availability of gas detectors for confined spaces was questioned. Discussion points – Security Services has detectors to use when responding to “propane smell calls”; the HVAC shop has one detector which is currently being assessed; the EHS Office has two detectors and one probe with a charging cradle which FM could borrow if needed; a second charging cradle could be sourced; FM could obtain two units. Action: Gordie to source two detectors for FM. • Workspace Inspection Sheets – Gail asked for an update on safety committee inspections of workspaces such as mechanical rooms. Craig indicated that the “workplace inspection” sheets can be used for mechanical rooms. He noted that “utility space” inspection sheets were ready for use, but administrative workspace inspection sheets are not available yet. He confirmed that the inspections by the committee will start up in the Fall. Action: Scott to reach out to _____ for forms. • Evacuation Signs in Buildings at AC – It was reported that some of the evacuation signage in buildings at the AC are out of date. Craig indicated that Mike Novac updates floor plans with CAD team with changes and suggested Nick reach out to him for new floor plans. Action: Nick to contact Mike Novac (EHS Office) for updates to the floor plans. 	<p>EHS Office</p> <p>Mike S</p> <p>Gordie</p> <p>Scott</p> <p>Nick</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>5. Review of Incident Statistics Three incidents were reported in March.</p> <p>1 Trades; 2 Projects</p>		
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet – Fire Extinguishers – EHS Safety-Snippet</p> <p>Link provided here for those who wish to share or review.</p>		
<p>7. Adjournment The meeting adjourned at 2:32 PM.</p>		

Next Meeting

The next meeting is scheduled for **May 14, 2024, at 1:30 PM in the CSB Training Room.**