

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, October 8, 2024

1:30 PM

CSB Training Room 511

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| <p>Present: Darrell Boutilier, Operations (DPMG, Co-Chair) Vacancy (NSGEU 99, Co-Chair)</p> <p>Craig Arthur, FM AVP (Acting)</p> <p>Arthur Walsh, Finance & Admin (DPMG) Gordon Rines, Trades (DPMG) John Langille, AC (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG)</p> <p>Brett Nelson, AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Trevor Morine, Trades (DPMG) Vera Sampson, Custodial (NSGEU 99)</p> <p>Josh Smith, EHS Office Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker</p> | <p>Regrets: Cherstin MacMillan (NSGEU 77) Sam Spears, Custodial (NSGEU 99) Valerie Borgal, Custodial (DPMG)</p> <p>Absent: Vacant, Security (NSGEU 99)</p> |
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| | Action By | Due Date |
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| <p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:33 PM and was chaired by Darrell Boutilier.</p> <p>Announcements – Balbeer Singh and Brad Smith both submitted their resignation as members of the Committee. Darrell welcomed Kevin Trueman (Trades – Electrical) who joined the Committee filling the NSGEU 99 vacancy left by Brad.</p> | | |
| <p>2. Approval of Minutes The minutes from the September 9, 2024, meeting were approved as circulated with one correction – Craig Arthur was not in attendance at that meeting. The minutes will be revised to reflect Craig’s absence and then circulated to supervisors and managers and posted on the webpage.</p> | | |
| <p>3. Outstanding Items from Previous Meetings</p> | | |
| <p>3.1 EHS Office Update</p> | | |

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| <p>3.1.1 New Monthly Updates The safety program review is ongoing.</p> <p><u>Radiation Team</u> – Radon testing will commence 1st week of November. The team has a list of areas to test; suggestions for additional areas to test are welcome.</p> <p><u>Lab Hazard Awareness Training</u> – AC training is complete.</p> <p><u>Biosafety Team</u> – Door placards are being checked to ensure they have not expired. Those expired in the last two years will be caught up. Older expiries should be reported to the EHS Office.</p> <p><u>Fire and Life Safety</u> – Drills will continue to be carried out throughout October.</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 Members are encouraged to complete 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 No update. (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 No update. Gordie indicated that Marcia is awaiting training records from external providers so that our list can be updated. He will then meet with Marcia and Mary Jane to assess future needs. He advised that the bulk of Trades training is complete.</p> <p>Training for FM Projects Managers should be arranged by the Director of Projects.</p> | | |
| <p>3.4 KPI's – Toolbox Meeting Compliance Darrell indicated that toolbox meeting tracking continues to go well with all supervisors/managers reporting regularly on toolbox meetings. Vera indicated that custodial toolboxes are a bit behind due to staff shortages. The EHS Office continues to be available to recommend topics for these sessions.</p> | | |

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| <p>3.5 DalSafe App/Safety app (EHS Office) The EHS Office indicated that adding the Safety App to the DalSafe App is no longer being pursued. The Safety App is available at the top of the EHS MyDal page. Arthur indicated that he would confirm with FMIT that it has been added to the home screen of all desktops accessed by FM staff. Once confirmed, this item can be removed from the agenda.</p> <p>Action: Arthur will confirm with FMIT that the Safety App has been added to all FM computer home screens and kiosks.</p> | <p>Arthur</p> | <p>Next meeting</p> |
| <p>3.6 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue 2nd floor shower renovation work has not yet been completed. Gordie suspects that the remaining work will not be carried out while students occupy the residence. He will check with Sam once he is back from leave.</p> <p>Action: Gordie to follow-up with Sam upon his return to work.</p> | <p>Gordie</p> | <p>ASAP</p> |
| <p>3.7 Unlabeled Sump-pits in CHEB Trevor reported that there is no update due to a technical issue with printing the labels.</p> <p>Action: Trevor to report back to the group.</p> | <p>Trevor</p> | <p>Next meeting</p> |

3.8 Workspace Inspection Sheets

Office Space and Workspace Inspection Sheets were distributed by the EHS Office to committee members for review and feedback before the next committee meeting.

Action: Members to send inspection sheet feedback to the EHS office before November.

All members

Next meeting

| Inspection Sheet | Available electronically via | Still in development. In the meantime, please use: |
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| Utility Room | Safety App Scan QR code in shop | MS Forms |
| Workshop Inspection | MS Forms Scan QR code in shop | Distributed to committee for feedback. Continue to use QR code until finalized. |
| Safety Observation Report | MS Forms Link provided to PM's/Supervisors | Switching over to EHSA – in development. Continue to use link provided. |
| Hot Work Permits | Available online: PDF and Meridian | Physical copies to be made available – in development. |
| Workspace (Office) Inspection | MS Forms Scan QR code or through link | Distributed to committee for feedback. Continue to use link provided until finalized. |
| EHSA <ul style="list-style-type: none"> • Lab Inspections • Biosafety Permits • Cannabis Permits • X-Ray Permits • Accident/Incident Submissions • Registrations | EHSA | EHSA |
| Pre Job Hazard Assessments | Only physical copies available | Switching to EHSA – in development. Continue to use physical copies provided. |

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| <p>3.9 Evacuation Signage in Buildings at the AC Nick reported that revisions to the floor plans are still being reviewed and once finalized, signage will be installed.</p> <p>Action: Nick to report back to the group.</p> | Nick | Next meeting |
| <p>3.10 Asbestos – CSB 2nd Floor (Pauline’s old office) A hazard assessment was completed during an independent investigation. Craig and Gordie will follow up on the results, and Mick indicated that the EHS Office will confirm that the work done for this project was completed properly. They will report back to the group.</p> <p>Action: The EHS Office, Gordie and Craig will report back to the group.</p> | Gordie / Craig /EHS Office | Next meeting |
| <p>3.11 FM Safety Committee Co-Chair Vacancy Kirk Dexter volunteered to fill the NSGEU Co-Chair vacancy left by Balbeer’s departure. Mike Simms volunteered to take over the Management Co-Chair position from Darrell who has served as Co-Chair for several years now. A meeting will be booked for Darrell, Kirk, Mike, and Natalie to meet about a smooth transition in the co-chair roles.</p> | | |
| <p>4. New Business</p> | | |
| <p>a) Safety Committee Inspection Scheduling – Inspections will be booked at the next meeting. It was suggested the sessions be carried out in areas of the CSB given that it contains all types of work areas (ie offices, shops, closets, lunchrooms). The committee will be broken into smaller groups. Scott, Mick, and Josh will each train a group. This will also be done for Truro campus staff.</p> <p>b) Round Table Discussion</p> <p>i. Ladder Inspections – Gail inquired about how to have ladders inspected and to have the labels on ladders replaced, as they get worn off from handling. EHS advised that the manufacturer should be contacted with the ladder specs and they will issue a new label. New labels should be applied in an area on the ladder that is not handled such as under the top step, for example. Batches of labels can be ordered as a cost-effective approach to their replacement. EHS advised that Grade 1 ladders are permitted and preferred for use by FM. Grade 2 ladders can be used up to a certain weight but are not preferred. They should be replaced when eligible by Grade 1 ladders. Grade 3 ladders are not permitted for use at FM. Ladder inspections should be done annually. Anyone can do the inspection – check for cracks, chips, breakdown of materials, lose or bent sections or pieces, etc. If any of the above exists, the ladder should be decommissioned, cut in half, disposed off and replaced by a Grade 1 ladder.</p> | | |
| <p>5. Review of Incident Statistics 7 incidents total were reported for September.</p> <p>2 Trades; 4 Custodial; 1 Planning</p> | | |
| <p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet – Fire Alarms</p> <p>Link provided here for those who wish to share or review.</p> | | |
| <p>7. Adjournment The meeting adjourned at 2:27 PM.</p> | | |

Next Meeting

The next meeting is scheduled for **November 12, 2024, at 1:30 PM in the CSB Training Room 511.**