

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, November 12, 2024

1:30 PM

CSB Training Room 511

<p>Present: Mike Simms, Project Manager (DPMG, Co-Chair)</p> <p>Darrell Boutilier, Director of Operations (DPMG) Gordon Rines, Trades (DPMG) John Langille, AC (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 099) Sam Spears, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Arthur Walsh, Finance & Admin (DPMG) Basil Wile, Enviro Services (NSGEU 99) Cherstin MacMillan (NSGEU 77) Craig Arthur, FM AVP (Acting) Kirk Dexter, Planning (NSGEU 77, Co-Chair) Trevor Morine, Trades (DPMG) Vera Sampson, Custodial (NSGEU 99)</p> <p>Absent:</p>
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	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:32 PM and was chaired by Mike Simms.</p> <p>Mike welcomed new member Paul Hadley of the Trades team to the committee and also noted Basil Wile of the Environmental Services team has joined the committee but was unable to attend today's meeting.</p>		
<p>2. Approval of Minutes The minutes from the October 8, 2024, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 EHS Office Update</p>		

<p>3.1.1 New Monthly Updates</p> <p>The safety program review is ongoing.</p> <p>Mick reported that November is <u>Radon Awareness</u> month and indicated that information and statistics on radon can be found on the EHS MyDal page - Radon (login required).</p> <p>A <u>ladder safety video</u> is currently being developed and will be available soon.</p> <p><u>Fire Drills</u> on campus are ongoing and have been extended into November in order to complete the last few that are outstanding.</p> <p>The EHS Office now has a <u>Communications and Outreach team</u> who will manage their MyDal page, listservs, and produce a quarterly newsletter. Natalie suggested they reach out to Mary Jane Webber for advice about who to include from FM in their listserv.</p> <p>SCOTT CHECKING ON THIS - Safety App/DalSafe App (moved from item 3.5) - The EHS Comms and Outreach team is again looking at adding the Safety App for incident reporting to the DalSafe App. (Arthur was not present to report whether the Safety App has been added to kiosk computers on campus.)</p> <p>The EHS Office noted that <u>incident reports</u> to the Safety App are not always being closed as appropriate. They will look at ways to ensure this is done. They are also looking at what metrics might be generated from incident reports and are open to suggestions on what information would be useful.</p> <p>ACTION: Arthur to confirm with FMIT that the Safety App has been added to all FM computer home screens and kiosks.</p> <p>ACTION: Members encouraged to contact Mick.Boyd@dal.ca with suggestions for useful metrics which could be pulled from incident reports.</p>	<p>Arthur</p> <p>All members</p>	<p>Next Meeting</p>
<p>3.2 Safety Committee Training</p> <p>Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).</p>		

<p>3.2.1 CCOHS Course – Health and Safety Committees</p> <p>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>A review of how to access the courses on the CCOHS webpage will be added to the December meeting agenda.</p> <p>Completion of the Workplace Inspection course would be beneficial for members to take prior to the upcoming workplace inspections.</p>		
<p>3.2.2 CCOHS Course - Workplace Inspection Training</p> <p>ACTION: This item is covered under item 3.2.1 and will be removed from the agenda.</p>		

3.3 FM Safety Training Progress Report						
Training Type	Have*	Scheduled	Not Yet Scheduled	TOTAL		
Arc Flash Awareness	15	14	0	29		
Asbestos Awareness	90			90		
Chainsaw Safety		3		3		
Confined Space (Entry & Attendant)	41		33	74		
Elevated Work Platform	24			24		
Fall Protection	91	0	0	91		
First Aid	116		TBD	116		
Forklift		8		8		
Fundamentals of Rigging	6		9	15		
Lift Training (EWP)	46	30	2	78		
Lock-out/Tag-out			64	64		
Respirator Fit Test			TBD	0		
Scaffold User (End Frame, 1 day)	39		30	69		
Scaffold User (Inspection, 2 days)	N/A			0		
Scaffold Erector	8			8		
<p>*denotes training is completed and not expired</p> <p>Gordie is to send Mick information on Arc Flash Awareness training.</p> <p>Gordie indicated that a meeting is planned for him, Marcia, and Mary Jane to reassess current training needs. Training for FM Projects Managers should be arranged by the Director of Projects. Mike Simms requested that he and Stuart McCormack be included in the reassessment meeting to discuss Fall Arrest and Scaffolding User training for FM project managers.</p> <p>ACTION: Gordie to send Mick Arc Flash Awareness training information and add Mike Simms and Stuart McCormack to the reassessment meeting.</p>					Gordie	ASAP
<p>3.4 KPI's – Toolbox Meeting Compliance</p> <p>Darrell indicated that toolbox meeting tracking continues to go well. One meeting per shop per month minimum is the goal, but many shops are managing several meetings per month.</p> <p>The EHS Office continues to be available to recommend topics for these sessions. They have presented at a number of meetings on various topics. They are currently working on a Lock-out/Tag-out presentation, as well as Safe Work Practices (SWP) for asbestos clean up.</p> <p>The EHS Office noted that SWPs can be found on the EHS mydal page (login required) and can be downloaded as a PDF and printed for distribution to contractors, etc.</p>						

<p>3.5 DalSafe App/Safety App (EHS Office) This item has been moved under item 3.1.1 above as part of the EHS Office Monthly Update.</p>		
<p>3.6 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Sam reported that the 3rd and 4th floor renovations have been completed, but the 2nd floor will not be done until students have moved out in the spring 2025. PM Monica Williams has been assigned to this project. Mike will check with her regarding the timeline for renos to the 2nd floor.</p> <p>ACTION: Mike to report on timeline for 2nd floor once he speaks to Monica.</p>	<p>Mike</p>	<p>Next meeting</p>
<p>3.7 Unlabeled Sump-pits in CHEB Trevor was not present to provide an update.</p> <p>Gail suggested there may be a surplus of “confined space” labels available and that she would look into it and ensure Trevor is provided with some for installation where needed.</p> <p>ACTION: Trevor and/or Gail to report back to the group next meeting.</p>	<p>Trevor/Gail</p>	<p>Next meeting</p>

3.8 Workspace Inspection Sheets

Members provided feedback on both the Workshop Inspection and Workspace (Office) Inspection forms to Mick. The EHS Office will make revisions and finalize these forms.

Inspection Sheet	Available electronically via	Still in development. In the meantime, please use:
Utility Room	Safety App Scan QR code in shop	MS Forms
Workshop Inspection	MS Forms Scan QR code in shop	Feedback received. 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	Feedback received. 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.

3.9 Evacuation Signage in Buildings at the AC

Nick reported that revisions to the floor plans are ongoing and that it can be a lengthy process due to the fine detail of the work. Once finalized, signage will be installed.

ACTION: Nick to report back to the group once the floor plans have been updated and signage is ready to be installed.

Nick

Once an update is available.

<p>3.10 Asbestos – CSB 2nd Floor (Pauline’s old office) A hazard assessment was completed during an independent investigation. Through discussion among the group, Mick reported that the All Tech report was forwarded to Scott in the EHS Office who indicated that nothing concerning was found and that the work was done safely. Gordie confirmed that a discussion has been held with the managers responsible for this job explaining the importance of ensuring proper steps are taken, including hazard assessments, prior to work starting, especially in high risk locations.</p> <p>ACTION: This item requires no further action and will be removed from the agenda.</p>		
<p>3.11 Safety Committee Inspection Scheduling It was recommended that the committee review the CCOHS course webpage at the next meeting and that the group go over the Workplace Inspection training session together as a group. A date will be booked for the training. Those who’ve already taken the course would not be expected to attend.</p>		
<p>4. New Business</p>		
<p>Round Table Discussion</p> <ul style="list-style-type: none"> Val indicated that a light needs to be installed in an area of the sub-basement at Gerard Hall due to the installation of a wall which created a space between doors that is no longer lit. She will submit a FAMIS service request to have this looked after. No further action required. Val noted an ongoing issue with unhoused people sleeping in buildings (ie Dentistry, areas of the AC, etc). Buildings are sometimes found unsecured for various reasons (ie being propped open, vacuum created by airflow causing doors not to latch, or not having card swipes so left open, etc). Custodians are often surprised when they arrive at a building for work at 6 AM to find someone sleeping in a stairwell. There have been no safety incidents so far, but unauthorized people have sometimes been belligerent when asked to move on. It was suggested that staff call Security in these situations and retreat to an area they feel safe in until they arrive. Darrell indicated that Mike Burns (Director of Security) is aware of this issue and is working on it. Darrell suggested that the committee Co-Chair(s) call Mike to let him know this is a continuing problem and to seek feedback on what to do. ACTION: Mike to report back following discussion with Mike Burns. Gail inquired about the availability of Hot Work Permits. The EHS Office indicated that Josh has completed a new program and that new forms have been ordered and will soon be available. Once these arrive, training will be offered. No further action required. 	<p>Mike</p>	<p>Next meeting</p>
<p>5. Review of Incident Statistics 18 incidents total were reported (1 backdated to April 2024).</p> <p>1 GTM; 10 Custodial; 1 Steamfitter; 4 Projects; 2 Near-Miss involving contractors</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 2:45 PM.</p>		

Next Meeting

The next meeting is scheduled for **December 10, 2024, at 1:30 PM in the CSB Training Room 511.**