

Facilities Management Environmental Health and Safety Committee

Meeting Minutes

Thursday, January 14, 2015

2:00 pm

Central Services Building, Conference Room 511

Present:

Tareq Abdullah, Campus Planning

Carol Boucher, Minor Projects

Darrell Boutilier, Director of Operations Peter Brown, Shops

Craig Shelton, Custodial Services Supervisor

Kevin Craig, Thermal Plant AC (via conference call)

Chris Dafoe, Zones

Doug Fraser, Custodial Daytime

Jeff Lamb, Assistant Vice President, Facilities Management

Daniel Michels, Custodial Evening

Gordon Rines, Trades Services Manager

Ian Wagschal, Assistant Director, Minor Projects

Lori Lamrock, FM Environmental Health and Safety/Employee Development Coordinator

Absent:

Troy Clark, Environmental Services

Bill Embleton-Lake, Security

Regrets:

Jerry Aguinaga, Director, Environmental Health and Safety

Michael Power, Administration, Finance and Logistics

Diane Ross, Custodial AC

Business	Action By	Date Required
1. Call to Order The meeting was called to order at 2:05 pm and chaired by Jeff Lamb. D. Michels added item to the agenda - Failure to Report Incidents in Timely Manner. Note: Biohazard Issue at Tupper and Report from Projects Group Safety Committee - Ladder Safety should appear on agenda under old business.		
2. Approval of Minutes Minutes of the December 16, 2015, meeting were approved as circulated.		
3. Outstanding Items form Previous Meetings		
3.1 Roof Top Hazards G. Rines reported that the final draft of the standard work procedure for general work on roofs is complete and he will forward to L. Lamrock for circulation to this committee for review and comment. T. Abdullah reported that updates were being made to the design standards and the location of roof top equipment and how to make it safer to maintain it will be considered.	G. Rines and L. Lamrock	ASAP

<p>3.2 Incident Reporting</p> <p>L. Lamrock commented that a serious safety incident had recently occurred on the Sexton Campus that raised the question of the timeliness of incident reporting and whether employees were aware of the duty to report. J. Aguinaga commented that a serious near miss incident had occurred in the Dalplex that had also not been reported. The Committee discussed the importance of getting employees to report incidents and near misses, determine corrective actions and share this information within the department. It was determined that a "Safety Alert" program would help create awareness and work toward building a positive safety culture. I. Wagschal suggested that perhaps the existing hazard assessment app being used by the Projects Group could be used. A subcommittee was struck to look at ways to do this and report back to this committee.</p> <p>January update – Meeting scheduled for January 18, 2016.</p>	<p>L. Lamrock to arrange meeting of subcommittee</p>	<p>ASAP</p>
<p>3.3 Biohazard Incident at Tupper</p> <p>D. Fraser reported that several of his members are still concerned about the biohazard incident that occurred in the Tupper Building - particularly that they do not know what the material was. C. Dafoe commented that he is hearing similar concerns and that transparency is of utmost importance in this matter.</p> <p>J. Aguinaga responded that the material could not be named but that, although D. Boutilier had already met with the parties involved to debrief them regarding what had taken place at the Tupper, he was willing to meet with them again. He also indicated that although a memo with general information regarding the incident had been made available he could make the official incident report available.</p> <p>January update – D. Fraser reported that he had been speaking with J. Aguinaga, but had not yet received the incident report. J. Lamb commented that he had a copy and would share.</p>	<p>J. Lamb</p>	<p>ASAP</p>
<p>3.4 Report from Projects Group Safety Committee –Ladder Safety</p> <p>C. Boucher reported that a review of safety incidents within projects had identified ladder safety as a safety issue – particularly around the question of tie off standards. As L. Lamrock has been working on ladder safety program for FM she will arrange a meeting inviting parties involved to discuss and determine a standard for FM.</p> <p>January update - Meeting arranged for January 20, 2016.</p>	<p>L. Lamrock</p>	<p>ASAP</p>
<p>4 New Business</p>		
<p>4.1 Safety Service Nova Scotia 2016 Workplace Health and Safety Conference – April 17-19, 2016</p> <p>The SSNS 2016 Workplace Health and Safety Conference will be held from April 17-19, 2016. J. Lamb reported that this Committee would send representatives to this conference. L. Lamrock will review budget to determine funds available. J. Lamb and C. Dafoe will work with their respective groups to determine priority list of attendees.</p>	<p>L. Lamrock, J. Lamb and C. Dafoe</p>	<p>Next Meeting</p>

<p>4.2 Failure to Report Incidents in Timely Manner D. Michels reported that they were having an issue with an employee who, despite repeated requests to complete incident reports in a timely manner failed to do so. J. Lamb responded that this was human resource issue related to not following proper procedure and asked D. Boutilier to follow up.</p>	D. Boutilier	ASAP
<p>4.3 Tupper EPC Project J. Lamb provided an overview of the Tupper Energy Performance Contract Project - a project to upgrade and replace systems in the Tupper Building to make sure that they are more energy efficient. Hazard assessments done in labs as part of this project revealed some unsafe conditions that will be addressed in conjunction with this project. This issue is being taken very seriously and the Dean of Medicine is sending a strong message to researchers that labs must be operated safely and policies and procedures must be followed. T. Abdullah is the FM lead on this project and will update this committee as required.</p>	T. Abdullah	As required
<p>5 Review of Incident Statistics The Committee reviewed incident statistics. L. Lamrock noted In looking at the incident reports that have come in over that last few weeks there has been an increase in incidents of slips/falls on ice. She will issue a "Safety Alert" to supervisors advising that as it is the time of year when this type of incident taking place is likely, the issue of cold weather slips and falls would be a good topic for an upcoming tool box meeting.</p>	L. Lamrock	ASAP
<p>6 Adjournment The meeting was adjourned at 3:00 pm.</p>		
<p><i>Next Meeting (Please note date and time change)</i> <i>The next meeting is scheduled for Wednesday, February 17, 2016, in room 511 of the Central Services Building, from 3:00 to 4:00 pm. Please remember to send your alternate if you are not able to attend.</i></p>		