

# Facilities Management Environmental Health and Safety Committee

## Meeting Minutes

Tuesday, November 17, 2015

10:00 am

Central Services Building, Conference Room 511

### Present:

Tareq Abdullah, Campus Planning

Darrell Boutilier, Director of Operations

Troy Clark, Environmental Services

Kevin Craig, Thermal Plant AC

Chris Dafoe, Zones

Doug Fraser, Custodial Daytime

Jeff Lamb, Assistant Vice President, Facilities Management

Pat MacIsaac, Minor Projects

Gordon Rines, Trades Services Manager

Diane Ross, Custodial AC

Ian Wagschal, Assistant Director, Minor Projects

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

### Regrets:

Jerry Aguinaga, Director, Environmental Health and Safety

Michael Campbell, Custodial Services Manager

Bill Embleton-Lake, Security

Michael Power, Administration, Finance and Logistics

### Absent:

Daniel Michels, Custodial Evening

Chad MacLellan, Shops

<b>Business</b>	<b>Action By</b>	<b>Date Required</b>
<b>1. Call to Order</b> Meeting Called to order at 10:04 am and chaired by Chris Dafoe. As there were new members in attendance introductions were made.		
<b>2. Approval of Minutes</b> Minutes of the September 11, 2015, meeting were approved as circulated.		
<b>3. Outstanding Items form Previous Meeting</b>		
<b>3.1 Update on FM Safety Program Review</b> L. Lamrock reported that FM Safety Policy, Program and Confined Space, Fall Protection, Lock Out Tag Out, Ladder Safety and Asbestos documents had all been put on the FM Safety webpage and that staff were working with them and providing constructive feedback.		
<b>3.2 Feedback on FM Departmental Safety Meeting and University EHS Expo</b> Various members of the committee reported that they have received positive feedback on both events.		

<p><b>3.3 Roof Top Hazards</b>  G. Rines reported that a meeting had taken place to discuss this issue. He has received a report from Mike de la Ronde, safety consultant, and will share it with those involved for feedback and then look at next steps.  J. Lamb asked if there would be much physical work to be done to make roof tops safer. G. Rines responded that there would be both physical and procedural changes.  I. Wagschal commented that the location of equipment on roof tops should be considered in design standards, thus eliminating hazards from the beginning. T. Abdullah will check to see if this is in the current standards.</p>	T. Abdullah	By next meeting
<p><b>4. New Business</b></p>		
<p><b>4.1 Flame Resistant Clothing</b>  L. Lamrock reported that at the last Dalhousie JOSH meeting the EHS Office reported that, in partnership with the Chemistry Department, they had begun an initiative to provide access and cleaning to flame resistant smocks. G. Rines commented that this is also being discussed by the FM Uniform Committee and that he would contact the EHS Office for more information.</p>	G. Rines	For Uniform Committee
<p><b>4.2 University EHS Award Call for Nominations</b>  L. Lamrock reported that the University JOSH committee had called for nominations for the annual EHS Award. This award recognizes significant accomplishments in campus environmental Health and Safety. FM will be submitting nominations for the DalSAFE App and Grounds Crew for exemplary snow removal. If anyone would like to make a nomination and requires assistance let Lori know. Deadline is December 11, 2015.</p>	All	December 11, 2015 deadline
<p><b>4.3 Storage of Completed Hazard Assessments</b>  C. Dafoe commented that now that Hazards Assessments are on the WO we need a plan for storing them. Completed forms must be kept for one year and forms that relate to an incident ....years. He suggested that each zone/shop have 12 boxes – one for each month. Those relating to an incident should be scanned and stored in Meridian. After discussion the committee agreed that until such time as these assessments would be filled out and stored electronically this was the best way to proceed.</p>	L. Lamrock will order boxes  G. Rines will brief Operations Supervisors	ASAP  At next regular meeting
<p><b>5 Review of Incident Statistics</b>  J. Lamb reported that he, C. Dafoe and L. Lamrock had meet to discuss incident statistics. They determined that it would be useful to know which injuries resulted in lost time and will ask FM HR to add this information to the spreadsheet. They also noticed that information is missing in some categories it appears as though Incident/Accident forms are not being filled out properly. Lori will review to forms to ensure completed properly and that a meaningful conversation has taken place between the employee and their supervisor regarding the incident. The committee had a long conversation regarding strategies for dealing with accidents/incidents and near miss programs going forward. T. Abdullah shared details of and experiences with the safety culture at his previous employer General Motors.</p>	L. Lamrock will speak to FM HR re adding lost time information.	Next Meeting
<p><b>6 Adjournment</b>  The meeting was adjourned at 11:00 am.</p>		

**Next Meeting**

*The next meeting is scheduled for Wednesday, December 16, 2015, in room 511 of the Central Services Building, from 10:00 to 11:00 am. Please remember to send your alternate if you are not able to attend.*

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