

## Facilities Management Environmental Health and Safety Committee

### Meeting Minutes

Friday, September 11, 2015

1:00 pm

Central Services Building, Conference Room 511

Present: Darrell Boutilier, Director of Operations  
Craig Shelton alternate for Michael Campbell, Custodial Services Manager  
Chris Dafoe, Zones  
Jeff Lamb, Assistant Vice President, Facilities Management  
Chad MacLellan, Shops  
Gordon Rines, Trades Services Manager  
Ian Wagschal, Assistant Director, Minor Projects  
Jerry Aguinaga, Director, Environmental Health and Safety  
Tareq Abdullah, Campus Planning  
Michael Power, Administration, Finance and Logistics  
Doug Fraser, Custodial Daytime  
Pat MacIsaac, Minor Projects  
Daniel Michels, Custodial Evening  
Lori Lamrock, FM Environmental Health and Safety/Employee Development Coordinator

Regrets: Bill Embleton-Lake, Security

Absent: Troy Clark, Environmental Services (*due to meeting start time miscommunication*)

Business	Action By	Date Required
<b>1. Call to Order</b> Meeting Called to order at 1:00 pm and chaired by Jeff Lamb.		
<b>2. Approval of Minutes</b> Minutes of the July 15, 2015 meeting were approved with the following amendment. Item 5 - Review of Incident Statistics should read ... J. Lamb suggested that he L. Lamrock and <b>C. Dafoe</b> meet a week before every EHS meeting to discuss incident reports.		
<b>3. Outstanding Items form Previous Meeting</b>		
<b>3.1 Update on FM Safety Program Review</b> Will be completed for the October 14, 2015 Departmental Meeting.		
<b>4. New Business</b>		
<b>4.1 FM Departmental Meeting with Safety Theme</b> This departmental meeting is scheduled for October 14 at 8:30 am and will have a safety theme. The meeting will be followed by an Expo to educate staff on safety initiatives that FM has been working on. C. Dafoe will do presentation with Jeff and members of this committee will participate in Expo in various ways.	Lamrock to schedule a time for J. Lamb and C. Dafoe to meet and discuss message for meeting.	

<p><b>4.2 FM Safety Webpage</b>  L. Lamrock previewed the new Facilities Safety webpage. This page is meant to act as a virtual safety bulletin board for those who prefer to access information in this format (it will not replace stationery bulletin boards around the department. It will also act as a source for members of FM to locate most recent versions of safety information (policies, programs, forms, etc....).</p>		
<p><b>4.3 FM's Participation in the Sun Safety at Work Canada Project</b>  L. Lamrock reported that Facilities Management had been participating in the Sun Safety at Work Canada Project. This is an occupational health and safety program targeting outdoor workers on heat and UV safety.  A representative from the Sun Safety group has spoken on the topic at several FM tool boxes meetings and the information has been well received. This group will now work with FM to develop policies and procedures around sun safety.</p>		
<p><b>4.4 Hazard Assessment on Work Order</b>  L. Lamrock reported that the Hazard Assessment has been added back to the work order.</p>		
<p><b>4.5 Roof Top Hazards</b>  Chris Dafoe raised the issue of identifying potential hazards on Dalhousie roofs.</p>	<p>G. Rines will arrange for this to be looked into.</p>	<p>ASAP</p>
<p><b>5 Review of Incident Statistics</b>  L. Lamrock and C. Dafoe meet to review Incident/Accident statistics to determine what might be a useful way for this committee to look at this information. For this meeting they presented the information in the following formats  - top two most occurrences – Struck or Struck By and Over-exertion  - Most severe time lost injuries  - Recurring Individual (individual who had several accidents/incidents)</p>		
<p><b>6 Adjournment</b>  The meeting was adjourned at 2:00 pm.</p>		
<p><b>Next Meeting</b>  <i>The next meeting is scheduled for Tuesday, November 17, 2015, in room 511 of the Central Services Building, from 10:00 to 11:00 am.</i></p>		