

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, February 7, 2023

1:30 PM

CSB, 5th Floor Training Rm 511

<p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG , Co-Chair)</p> <p>Arthur Walsh, Finance & Admin (DPMG) Juanita Haas, Custodial (DPMG) Kevin Craig, AC (DPMG) Pat MacIsaac, Minor Projects (DPMG) Patrick Oster, AD Minor Projects (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Craig Arthur, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Gordon Rines, Trades (DPMG) Trevor Morine, Trades (DPMG) Brett Nelson, AC (NSGEU 99) Jonathon Atwin, EHS Office</p> <p>Absent: Vacant, Security (NSGEU 99)</p>
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	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:34 PM and was chaired by Darrell Boutilier.</p>		
<p>2. Approval of Minutes The minutes from the January 10, 2023, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 Committee Member Vacancies <u>Security (NSGEU 99)</u> – There have been three new hires in Security Services, two of whom may have expressed an interest in serving on the Safety Committee.</p> <p>Action: Darrell to follow up with Mike Burns regarding new hires’ interest in serving on the committee.</p>	Darrell	Next meeting

<p>3.2 Safety Committee Training The EHS Office is developing sessions for Safety Committee training and welcomes further suggestions from committee members. Craig Arthur suggested delivery in small 15-minute sessions at the beginning or end of each committee meeting.</p> <p>Decision: EHS Office to provide small video sessions at the top of each committee meeting beginning with the March 7th meeting. This will be added as an agenda item.</p>	EHS Office	Next meeting
<p>3.3 Safety Observations and Reporting Tools The EHS Office had nothing to report at this meeting.</p>	EHS Office	Quarterly updates as available
<p>3.4 Asbestos Awareness Training In-person training has been carried out with the Halifax custodial group. Training is scheduled for the Truro custodial group in February. The EHS Office is currently developing training for the Industrial group. The goal is to provide university-wide asbestos training model in approximately 6 months.</p>	EHS Office	Ongoing
<p>3.5 Grounds Shop Lighting During Power Outages Darrell has given approval for Mike Wilkinson to purchase hats with LED lighting for the Grounds team.</p> <p>Gail Best indicated that there are similar concerns with the Trades group in that there is no lighting in the stairwells at the Warehouse (Oxford St). She also reported that emergency lighting in areas of the Killam Library tunnel to LSC only lasts a brief period. It was suggested that the batteries may need to be checked.</p> <p>Following discussion, Darrell suggested muster stations should be identified for members of Trades to meet in the event of a power outage to await further direction. The lunchroom at the Warehouse is well lit. Gerard Hall on Sexton has generator backup. Zone 2 on Carleton campus has generator backup, but Zone 1 does not.</p> <p>The EHS Office encouraged everyone to use of the DalSafe App for messaging during power outages and evacuations, as Security typically provides the first messaging to campus. These communications go to all faculty, staff and students.</p> <p>Action: More discussion is needed regarding muster stations on each campus for Trades to meet.</p> <p>Battery packs on emergency lighting in stairwells need to be checked during rounds.</p>	<p>Darrell</p> <p>Gordon</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<p>3.6 Trucking and Contractors Darrell spoke with Karen Foster, Risk and Insurance Manager (Financial Services), who confirmed that our policy does cover external contractors as passengers in Dal vehicles.</p> <p>Action: Gail to convey to Warehouse staff that insurance to cover contractors as passengers in Dal vehicles has been confirmed by the Risk and Insurance unit of FS.</p>	Gail	Next meeting

<p>3.7 Radio Issues Gordon was not available to provide an update. Darrell confirmed that discussions regarding communication methods between Operations teams are ongoing and solutions are being sought with some testing currently underway.</p> <p>Action: Gordon to provide updates as more information becomes available.</p>	Gordon	Ongoing
<p>4. New Business</p>		
<p>4a. Round Table Discussions</p> <ul style="list-style-type: none"> • Procedures when seeing or smelling smoke – Darrell encouraged members to spread the word to their teams that if you smell or see smoke, pull the fire alarm. Messaging has been sent out to managers and supervisors to this effect, but teams should be reminded. • WHMIS Training to Custodial – The EHS Office confirmed training will be provided to custodial staff in residence during study week. Training will be provided to the rest of custodial staff in summer. Juanita indicated training went well but indicated there are still language and understanding issues which Craig Arthur assured the EHS Office would assist with. • Training Certification – Mary Jane Webber is in the process of booking fall arrest training. The first session had to be postponed as the instructor had covid. She is making progress in rebooking and should have dates set by next meeting. 		
<p>5. Review of Incident Statistics It was noted that slip and fall incidents in icy conditions seem high. Snow/ice grips for footwear was suggested for staff moving about campus to remove garbage, grounds, etc. It was also suggested that staff report icy conditions to supervisors immediately so that the Grounds team can address issues on campus.</p> <p>Two incidents involving custodial staff being struck by basketballs at Dalplex while accessing a supply room were noted. Following discussion, it was suggested that staff starting shift at 5 AM could stock the other supply rooms for the day to minimize the need for staff coming in later to access this area. Craig Arthur also offered to inspect the area if Jill McPhee submits a request for the EHS Office to do so.</p> <p>Action: Darrell to discuss potential safe work practices for access the supply room with Mike C.</p>	Darrell	Next meeting
<p>6 Adjournment The meeting adjourned at 2:22 PM.</p>		
<p>Next Meeting The next meeting is scheduled for March 7, 2023, at 1:30 pm in Mona Campbell Room 3207.</p>		