

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, December 5, 2023

1:30 PM

Mona Campbell Building, Room 3207

<p>Present: Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Arthur Walsh, Finance & Admin (DPMG/Minute Taker) Gordon Rines, Trades (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG) Trevor Morine, Trades (DPMG)</p> <p>Brett Nelson, AC (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</p>	<p>Regrets: Peter Coutts, AVP Facilities Management Kevin Craig, AC (DPMG) Natalie Shires, Minute Taker</p> <p>Absent: Vacant, Security (NSGEU 99) Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Valerie Borgal, Custodial (DPMG) Brad Smith, Trades (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 1:30 PM and was chaired by Darrell Boutilier. Noted Valerie B has replaced Juanita and needs to be added to the meeting invite.</p>		
<p>2. Approval of Minutes The minutes from the November 16, 2023, 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 <u>Pressure Vessel permits</u></p> <ul style="list-style-type: none"> The Dept of Labour is behind in issuing permits, currently addressing May '23 applications; timely application will suffice at this point. Research permits will go to EH&S; FM permits to FM. EH&S is looking to build an online site to house permits and generate reminders for renewals. 		
<p>3.1.2 Asbestos Awareness Training (EHS Office) <u>Asbestos Management Training</u></p> <ul style="list-style-type: none"> Now live on EH&S SharePoint Site. Discussion on how to make the information available to contractors (i.e., public). Toolbox sessions are ready to provide awareness and a general overview. Completed with Custodial. 		

<p>3.2 Safety Committee Training Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).</p>		
<p>3.2.1 CCOHS Course – Health and Safety Committees Members are encouraged to take 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>ACTION: Suggested to add 30 minutes to the January or February meeting to go through the Health and Safety Committee training.</p>	<p>Chair</p>	<p>Jan/Feb 2024</p>
<p>3.2.2 CCOHS Course - Workplace Inspection Training No update.</p>		
<p>3.3 FM Safety Training Progress Report User training completed on November 21-22-23, at the U-Club.</p> <p>Fundamentals of Rigging training has been rescheduled to 2024.</p> <p>Gordie meets with Marcia Munroe and Mary Jane Webber on a regular basis to assess future needs and schedule as needed.</p>	<p>Arthur</p>	<p>Next meeting</p>
<p>3.4 Rescue Team Resurrection Gordie reported 12-14 people have expressed interest. A minimum of 8 are required to proceed with building a team. Safety courses and training are required; nothing has been scheduled yet.</p> <p>Action: Gordie will report further at the next meeting on interest.</p>	<p>Gordie</p>	<p>Next meeting</p>
<p>3.5 Grounds Shop</p>		
<p>3.5.1 Lighting During Power Outages</p> <p>Decision: This issue has been addressed. It was agreed to remove it as an agenda item.</p>		
<p>3.5.2 Directional Driving Signage Asphalt painting has been ineffective. A single access gate will be installed in the middle of the lane, impeding the traffic in either direction; the gate will be operated by a remote.</p> <p>Action: Darrell to report back regarding progress of gate installation.</p>	<p>Darrell</p>	<p>As needed</p>

<p>3.6 Pressure Vessel Inspections (EHS Office) Craig reported the EHS Office is continuing to try to obtain clarification from the Chief Inspector’s Office on what other types of equipment are included in the Pressure Vessel Inspection Act. Expected time to respond to be 3-4 months.</p> <p>The Dept is aware they are behind in conducting inspections; only need to request inspection to be compliant.</p> <p>Action: The EHS Office will provide updates as they become available.</p>	EHS Office	As available
<p>3.7 Electric Scooters (EHS Office) Craig indicated the production of a Safety Snippet video on Scooters and Electric Bikes is months away.</p> <p>Action: The EHS Office will advise when this snippet becomes available.</p>	EHS Office	As available
<p>3.8 DalSafe App/Safety app (EHS Office) Craig reported Security has agreed to investigate and implement making the Accident/Incident report app available on Security’s DalSafe App. In the meantime, the app can be found on the EHS MyDal page at the top of the page. Issues with this app should be reported to Craig Arthur.</p> <p>Action: The EHS Office will report back regarding the DalSafe App.</p>	EHS Office	As available
<p>3.9 Fire Warden Assignment and Responsibilities (EHS Office)</p> <p>Decision: This issue has been addressed. It was agreed to remove it as an agenda item.</p>		
<p>3.10 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Cherstin confirmed no SRs have been submitted on this issue.</p> <p>Action: Gordon and EH&S to inspect next week. Darrell to discuss with Blair.</p>	Gordon, EH&S, Darrell	Next meeting
<p>4. New Business</p>		
<p>4a. Round Table Discussion</p> <ul style="list-style-type: none"> Darrell Has set up new KPIs tracking toolbox meetings. <p>Action: Looking for suggestions on further KPIs.</p>	All	Ongoing
<p>5. Review of Incident Statistics Four incidents were reported from November including: (3 custodial; 1 trades) *Near misses were inadvertently omitted from the report this month. To be included in the future.</p>		
<p>6. Safety Committee Training Video (EHS Office) Safety Training Video – Shoveling – EHS Safety-Snippet</p> <p>Link provided here for those who wish to share or review.</p>		
<p>7. Adjournment The meeting adjourned at 2:23 PM.</p>		
<p>Next Meeting The next meeting is scheduled for January 9, 2024, at 1:30 pm in Mona Campbell room 3207.</p>		