

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, February 6, 2024

1:30 PM

CSB Training Room 511

<p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair)</p> <p>Arthur Walsh, Finance & Admin (DPMG) Gordon Rines, Trades (DPMG) Kevin Craig, AC (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99) 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>Natalie Shires, Minute Taker</p>	<p>Regrets: Darrell Boutilier, Operations (DPMG, Co-Chair) Scott McPherson, EHS Office Trevor Morine, Trades (DPMG)</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 1:33 PM and was chaired by Gordon Rines.</p>		
<p>2. Approval of Minutes The minutes from the January 9, 2024, 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</p> <p>The safety program review is ongoing. The portable ladder program has rolled out to faculties and staff (same program).</p> <p>Approximately 12-20 Safe Work Practice guidelines are ready to post on the EHS webpage. Mick Boyd of the EHS Office will send Natalie a list of those Safe Work Instructions currently posted on the FM webpage that should now be removed.</p>		
<p>3.1.2 Asbestos Awareness Training (EHS Office)</p> <p>Asbestos awareness program is ready for roll out. AllTech asbestos training was cancelled due to weather; to be rescheduled for one full day. Hot Work and Working from Heights are next.</p>		
<p>3.2 Safety Committee Training</p> <p>Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).</p>		
<p>3.2.1 CCOHS Course – Health and Safety Committees</p> <p>The March 12th meeting has been extended by 30 minutes for the Committee to go through the CCOHS course as a group.</p> <p>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>3.2.2 CCOHS Course - Workplace Inspection Training</p> <p>Digitized Site Safety Observation app is available on cell phones for the Projects group. Trades shops have access via QR codes.</p>		
<p>3.3 FM Safety Training Progress Report</p> <p>Arthur reported that 16 staff completed the Fundamentals of Rigging Training in January.</p> <p>Regulations have changed for Scaffold Erector training for carpenters and masons. It has increased from 3 days to 5-6 days for the course.</p> <p>Arc Flash Awareness courses are being set up for 35-40 staff. Sessions will be set for 13-14 members at a time.</p> <p>Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed.</p>		

<p>3.4 Rescue Team Resurrection Gordie reported that he provided the expectations and requirements related to training to all volunteers and asked everyone to reply confirming whether they are still interested in participating in the team.</p> <p>Action: Gordie will report further at the next meeting.</p>	Gordie	Next meeting
3.5 Grounds Shop		
<p>3.5.1 Directional Driving Signage in Lane Gordie reported on Darrell's behalf that the installation of a remote-controlled gate is still pending.</p> <p>Action: Darrell will report once the gate has been installed.</p>	Darrell	As available
<p>3.6 Pressure Vessel Inspections (EHS Office) Craig reported that no further information has been received from the Chief Inspector's Office. He indicated that this does not effect FM operations.</p> <p>Decision: This issue has been addressed. It was agreed to remove it as an agenda item.</p>		
<p>3.7 Electric Scooters (EHS Office) Craig indicated that the EHS Office Safety Snippet video on Scooters and Electric Bikes will not be available until Spring.</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 that Security is still working on implementing the Accident/Incident Reporting App on the DalSafe App.</p> <p>Action: The EHS Office will advise when the Accident/Incident App becomes available on the DalSafe App.</p>	EHS Office	As available
<p>3.9 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Craig indicated nothing new to report and suggested an Operations rep follow up with Mateo.</p> <p>Action: Gordie will arrange follow up with Mateo and report back to the committee..</p>	Gordie	Next meeting
<p>3.10 KPIs – Toolbox Meeting Compliance Gordie reported on Darrell's behalf that a notice was sent to supervisors asking them to regularly provide information to populate the toolbox meeting tracking spreadsheet. Darrell will follow up with Mike Campbell for the custodial group. Craig indicated that the EHS office can provide sessions on various topics at toolbox meetings upon request.</p> <p>Action: Darrell to provide an update once he has spoken with Mike Campbell.</p>	Darrell	Next meeting
<p>3.11 Public Use of Howe Hall-Killam Library Access Lane Gordie confirmed that a barrier has been set in place to block public vehicle traffic from using this lane. Natalie indicated that she has not witnessed any vehicles using this lane since December.</p> <p>Action: This item has been resolved. Agreed to remove item from the next agenda.</p>		

<p>3.12 Defibrillators for the Warehouse Craig reported that Steve Ellis will provide a quote to install an AED in the Warehouse if needed. He confirmed that these units are inspected monthly (batteries every two years) and the inspection date is noted inside the unit. The exterior screen will indicate “OK” if unit has been inspected. The EHS office offers simulation training. A map of AED locations on campus can be found on the EHS webpage.</p> <p>Gail reported that there is an AED already installed in the Warehouse near Stores by the central stairwell.</p> <p>Action: Gordie will confirm whether an AED is already in place at the warehouse and, if so, will arrange to send a notice to building occupants identifying where it is located.</p>	Gordie	Next meeting
<p>4. New Business</p>		
<ul style="list-style-type: none"> • <u>Eye Wash Stations</u> – Mike indicated that there are approximately 20 eye wash stations currently stored and unclaimed at the CHEB. Craig confirmed that the EHS office could use these for the McCain building. Action: Mike to arrange transfer of eye wash stations to Steve Beaton. • <u>Falling Ice – CSB South Lane</u> – Gordie reported on Darrell’s behalf that, due to recent asbestos abatement in the CSB south lane shed roof, escaping heat is causing ice and snow load to thaw and slide off into the lane causing a safety hazard. This area has been barricaded off until the roof can be replaced in the Spring. Action: None required. 	Mike S	Next meeting
<p>5. Review of Incident Statistics Five incidents were reported for January 2024 plus two additional incidents for December 2023. One incident was a near-miss.</p> <p>6 Custodial; 1 Contractor</p>		
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – Fire Extinguishers – EHS Safety-Snippet</p> <p>Link provided here for those who wish to share or review.</p>		
<p>7. Adjournment The meeting adjourned at 2:10 PM.</p>		
<p>Next Meeting The next meeting is scheduled for March 12, 2024, at 1:30 PM in CSM Training Room 511 and has been extended by 30 minutes to review Health and Safety Committee Training.</p>		