

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, March 12, 2024

1:30 PM

CSB Training Room 511

<p>Present: Balbeer Singh, Environmental (NSGEU 99, Co-Chair) Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP (Acting)</p> <p>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) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Sam Spears, Custodial (NSGEU 99)</p> <p>Josh Smith, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Arthur Walsh, Finance & Admin (DPMG) Brett Nelson, AC (NSGEU 99) Trevor Morine, Trades (DPMG) Vera Sampson, Custodial (NSGEU 99)</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 1:30 PM and was chaired by Balbeer Singh.</p>		
<p>2. Approval of Minutes The minutes from the February 6, 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.</p> <p>The EHS office continues to reach out to supervisors to offer toolbox talks. These are helpful in providing information and identifying workplace issues.</p> <p>Work is in progress on the Hot Work Program. This will be distributed for feedback once it is ready (ETA this summer.)</p> <p>Steve Ellis (EHS office) is working on the Impairment Process red-tag program. It is hoped to release this consecutively with the Hot Work Program.</p> <p>The Containment Level 3 (CL3) facility is currently shutdown for routine annual performance verification and testing.</p> <p>A focus group comprised of members from the EHS office's Fire and Life Safety team, Accessibility Planning, Security and the Student Accessibility Centre to create a Shelter-In-Place program document for the university. The document will provide guidance to those who require assistance exiting or need to shelter in place during an emergency.</p> <p>Two Biosecurity Incidents have occurred recently on campus. No biohazardous materials are missing but the incidents have been reported, as required, to Public Health of Canada (PHAC).</p> <p>Ergonomics training can be obtained for free from EH&S via the Faculty of Open Learning and Career Development.</p> <p>SWPs currently found on the FM Safety webpage are under review and being updated by the EHS office. These documents will be moved to the EHS Industrial Safety MyDal page (login required) as they become finalized and old versions removed from the FM webpage.</p>		
<p>3.1.2 Asbestos Awareness Training (EHS Office)</p> <p>Asbestos awareness training is available upon request.</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 final portion of the meeting was used for the Committee to review the CCOHS Health and Safety Committee training session as a group. The session was not completed due to a technical issue. Members are encouraged to register and complete the training individually.</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>Workplace Inspection training is delayed until the internal Dal program is ready. The 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> <table border="1" data-bbox="115 953 1218 1436"> <thead> <tr> <th>Training Type</th> <th>Have*</th> <th>Scheduled for March</th> <th>Not Yet Scheduled</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Arc Flash Awareness</td> <td>15</td> <td></td> <td>9</td> <td>24</td> </tr> <tr> <td>Asbestos Awareness (AllTech)</td> <td></td> <td>80</td> <td></td> <td>80</td> </tr> <tr> <td>Confined Space (Entry & Attendant)</td> <td>40</td> <td></td> <td>34</td> <td>74</td> </tr> <tr> <td>Fall Protection</td> <td>73</td> <td></td> <td>18</td> <td>91</td> </tr> <tr> <td>Fundamentals of Rigging</td> <td></td> <td></td> <td>15</td> <td>15</td> </tr> <tr> <td>Lift Training (EWP)</td> <td>46</td> <td></td> <td>15</td> <td>61</td> </tr> <tr> <td>Lock-out/Tag-out</td> <td></td> <td></td> <td>64</td> <td>64</td> </tr> <tr> <td>Respirator Fit Test</td> <td></td> <td></td> <td>TBD</td> <td>0</td> </tr> <tr> <td>Scaffold User (End Frame, 1 day)</td> <td>39</td> <td></td> <td>30</td> <td>69</td> </tr> <tr> <td>Scaffold User (Inspection, 2 days)</td> <td>N/A</td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Scaffold Erector</td> <td></td> <td>8</td> <td></td> <td>8</td> </tr> </tbody> </table> <p>*denotes training is completed and not expired</p> <p>Training for FM Projects Managers should be arranged by the Director.</p> <p>Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs. and schedule as needed.</p>	Training Type	Have*	Scheduled for March	Not Yet Scheduled	TOTAL	Arc Flash Awareness	15		9	24	Asbestos Awareness (AllTech)		80		80	Confined Space (Entry & Attendant)	40		34	74	Fall Protection	73		18	91	Fundamentals of Rigging			15	15	Lift Training (EWP)	46		15	61	Lock-out/Tag-out			64	64	Respirator Fit Test			TBD	0	Scaffold User (End Frame, 1 day)	39		30	69	Scaffold User (Inspection, 2 days)	N/A			0	Scaffold Erector		8		8		
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<p>3.4 Rescue Team Resurrection Gordie reported that he followed up with those who signed up for the Rescue Team regarding expectations. Out of 15 people, 7 are still interested, 2 are not. He will follow up with the remaining 6 people. He also noted budget considerations, indicating that training for the team is estimated to cost approximately \$15,000 and equipment inspection, recertification and/or replacement will cost approximately \$10,000-15,000. It is a good team initiative but will not be used often.</p> <p>Action: Gordie will follow up with the remaining 6 individuals regarding continued interest.</p>	Gordie	Next meeting
<p>3.5 Grounds Shop</p>		
<p>3.5.1 Directional Driving Signage in Lane Darrell reported 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 Electric Scooters (EHS Office) Scott 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>3.7 DalSafe App/Safety app (EHS Office) Craig reported that Security is still working on the implementation of 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>3.8 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Gordie reported that he completed a site visit with Sam. Gordie reached out to Mateo to confirm whether a service request or project has been initiated to correct deficiencies. He will report back once he has heard from Mateo.</p> <p>Action: Gordie to report back once more information becomes available.</p>	Gordie	Next meeting
<p>3.9 KPIs – Toolbox Meeting Compliance Darrell reported that he has prepared a spreadsheet and will be sharing it with supervisors to populate.</p> <p>Action: Darrell to provide an update on progress of spreadsheet at next meeting.</p>	Darrell	Next meeting
<p>3.10 Defibrillators for the Warehouse Gordie reported that it was confirmed that a defibrillator is already installed in the Warehouse outside of the Welding Shop, so there is no need to install a second one. Signage will be installed near the Grounds shop identifying where the unit is located.</p> <p>Action: Gordie will confirm once signage has been installed.</p>	Gordie	Next meeting

<p>3.11 Eye Wash Stations at CHEB Mike indicated that there are approximately 20 eye wash stations currently stored and unclaimed at the CHEB. Scott indicated that the EHS office would be interested in these and that four units could be stored in the EHS storage area in the basement of the McCain building. It was noted that these are large units (approximately 2x6 feet in size).</p> <p>Action: Mike to arrange with Steve Beaton for transfer of four eye wash stations to the McCain building basement EHS storage.</p>	<p>Mike</p>	<p>Next meeting</p>
<p>4. New Business</p>		
<ul style="list-style-type: none"> • <u>Unlabeled Sump-pits at CHEB</u> – Brad indicated that there are 3 sump-pits in the basement of the CHEB that are not labeled as confined spaces. Josh at the EHS office will do an assessment and arrange for proper signage. 	<p>EHS Office</p>	<p>Next meeting</p>
<p>5. Review of Incident Statistics Eight incidents were reported in February.</p> <p>4 Custodial; 1 GTM; 1 Mechanical; 1 Trades; 1 Contractor</p>		
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet - Household Cleaners – EHS Safety-Snippet</p> <p>Link provided here for those who wish to share or review.</p>		
<p>7. Adjournment The meeting adjourned at 2:43 PM.</p>		
<p>Next Meeting The next meeting is scheduled for April 9, 2024, at 1:30 PM in CSM Training Room.</p>		