

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, June 18, 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>Gordon Rines, Trades (DPMG) John Langille, 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) Trevor Morine, Trades (DPMG) Vera Sampson, Custodial (NSGEU 99)</p> <p>Josh Smith, EHS Office Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Arthur Walsh, Finance & Admin (DPMG) Craig Arthur, FM AVP (Acting) Sam Spears, 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 1:31 PM and was chaired by Darrell Boutilier.</p>		
<p>2. Approval of Minutes The minutes from the May 14, 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 <u>Hot Work Program</u> draft is now with Craig Arthur and Steve Beaton for approval.</p> <p>The <u>Electrical Safety Program</u> rewrite is ready for review. It is hoped to implement it by September.</p> <p>Scott and Camille are working developing a <u>Contractor Safety Program</u>. This program is about ensuring safety in the workplace and will be a guideline for Project Managers to use when interacting with contractors, including what to look for in certifications and conflict resolution.</p> <p><u>Fire and Life Safety Program</u> development is ongoing with “area of refuge” signage being installed.</p> <p>The EHS Office is working with Breton and Tim of FM on <u>fume head inspections</u> which are in process and expected to continue until the end of August.</p> <p>A <u>Biosafety Course</u> is coming soon. It focuses on blood-born pathogens and is most applicable to custodians.</p> <p><u>Radon Testing</u> continues with 6 buildings completed. Results are all good to date – no action required.</p> <p><u>Radiation Training</u> date is August 21st.</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>Members are encouraged to complete 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>No update. (Digitalized Site Safety Observation app is available on cell phones for the Projects group. Trades shops have access via QR codes. The CCOHS program is not yet available.)</p>		

3.3 FM Safety Training Progress Report

Training Type	Have*	Scheduled	Not Yet Scheduled	TOTAL
Arc Flash Awareness	15		9	24
Asbestos Awareness	90			90
Chainsaw Safety		July 2 nd 3		3
Confined Space (Entry & Attendant)	40		34	74
Elevated Work Platform	24			24
Fall Protection	80	0	6	86
First Aid	116	June 27; July 10	TBD	116
Fundamentals of Rigging	6		9	15
Lift Training (EWP)	46	30	2	78
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

*denotes training is completed and not expired

Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed. Training for FM Projects Managers should be arranged by the Director.

3.4 KPI's – Toolbox Meeting Compliance

The spreadsheet was not available to display. Darrell indicated that tracking continues to go well with all supervisors/managers reporting regularly on toolbox meetings. The EHS Office continues to be available to recommend topics for these sessions.

3.5 Rescue Team Resurrection

No update. Gordie will report back once he has met with Arthur and David.

Action: Gordie and Arthur will meet with David MacDonald (FM Finance) to assess and report back to the Committee.

Gordie

Next meeting

3.6 Directional Driving Signage in Lane

Darrell reported that the gate is now fully functioning forcing drivers approaching from Hancock to turn around. Only FM truckers have remotes. Pedestrian traffic has been reduced as well, as the gate is difficult to maneuver around.

Decision: It was agreed that this item can be removed from the agenda.

REMOVE FROM AGENDA

<p>3.7 Electric Scooters (EHS Office) The EHS Office reported that a safety snippet video on scooters and electric bikes has been tabled until an official policy on batteries is available.</p> <p>There is a new safety snippet on <i>Cycling Safety</i> (available on the EHS MyDal page and YouTube).</p> <p>Action: The EHS Office will advise when this snippet becomes available on scooters and electric bikes.</p>	EHS Office	As available
<p>3.8 DalSafe App/Safety app (EHS Office) No update. (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>3.9 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue Shower renovation work continues.</p> <p>Action: Gordie to follow-up with Mateo at the end of summer.</p>	Gordie	Fall 2024 or sooner if needed
<p>3.10 Unlabeled Sump-pits in CHEB No update – still waiting on labels. Brad will report back.</p> <p>Action: Brad to follow-up with Josh (EHS Office) and report back to the group.</p>	Brad	Next meeting
<p>3.11 Stripping/Waxing Procedures for Asbestos Floor Tiles Scott McPherson and Mike Campbell reviewed the current procedure for stripping and waxing asbestos floor tiles and determined that no revisions to the procedure were required.</p> <p>Decision: It was agreed that this item can be removed from the agenda.</p>	REMOVE FROM AGENDA	
<p>3.12 Contractors Drilling in LSC PMs and Operations (Tim and Breton) will reinforce with contractors the required use of HEPA vacuum when drilling into surfaces on campus.</p> <p>Decision: It was agreed that this item can be removed from the agenda.</p>	REMOVE FROM AGENDA	
<p>3.13 Confined Gas Space Detectors The EHS Office has gas space detectors available for loan. Gordie confirmed that two were ordered for FM and were being kept at the EHS Office as well. Mick will check that they arrived at the EHS Office. Gordie will resend an email to supervisors advising that the devices are available for loan from EHS.</p> <p>Action: Mick to confirm that FM’s two detectors are at the EHS Office. Gordie to resend email to supervisors about availability of the devices.</p>	Mick/Gordie	Next meeting

<p>3.14 Workspace Inspection Sheets The EHS Office advised that these are still being worked on. They advised that the QR codes posted in various units can continue to be used in the meantime. It was suggested that the scheduling of inspections by the Safety Committee be added to the September agenda.</p> <p>Action: The EHS Office will advise when Workspace Inspection sheets become available.</p>	EHS Office	Next meeting
<p>3.15 Evacuation Signage in Buildings at the AC Nick reported that revisions to the floor plans are being reviewed and once finalized, signage will be installed.</p> <p>Action: Nick will report back once signage has been installed.</p>	Nick	Next meeting
<p>3.16 Encampment Activities on Campus So far, encampment activities have been peaceful. The University is taking the approach that the activists have a right to be there.</p> <p>There has been related chalk-graffiti appearing throughout the campus on buildings, benches, signs, receptacles, etc. The President’s Office is managing concerns in this regard and have instructed FM not to remove the graffiti unless it becomes “hate motivated.” FM staff have been instructed to bring any concerning or otherwise questionable graffiti to their supervisor’s attention.</p> <p>This item will remain on the agenda for relevant updating as information becomes available.</p>		
<p>4. New Business</p>		
<ul style="list-style-type: none"> Gail inquired about the concern of asbestos in Pauline’s old office (CSB 2nd Floor). The EHS Office advised (per Craig Arthur) that it is under independent investigation and a hazard assessment has been done. The EHS Office will check with Scott for an update. Action: The EHS Office will check for an update. Mike asked for the location of EHS Safety Snippets (See - EHS MyDal page or YouTube). New snippets are pushed via Today@Dal. It was suggested that they could be featured on the DalSafe app. The EHS Office will investigate this. Action: The EHS Office will investigate this with the Security Office. 	EHS Office	Next meeting
<p>5. Review of Incident Statistics 9 incidents were reported for May, plus 1 incident added from April and 1 for June (11 total).</p> <p>1 Trades; 4 Projects (3 contractor related); 4 Custodial; 2 Stores</p>		
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet - Smoke Detectors (youtube.com) – EHS Safety Snippet</p> <p>Link provided here for those who wish to share or review.</p>		
<p>7. Adjournment The meeting adjourned at 2:33 PM.</p>		

Next Meeting

The next meeting is scheduled for **September 10, 2024, at 1:30 PM in the CSB Training Room 511.**