

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, September 10, 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>Arthur Walsh, Finance & Admin (DPMG) Gordon Rines, Trades (DPMG) John Langille, AC (DPMG) Mike Simms, Project Manager (DPMG) Nick Taylor, Project Manager (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77) Vera Sampson, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office Camille Simpson, EHS Office</p> <p>(Arthur Walsh took minutes in Natalie's absence)</p>	<p>Regrets: Craig Arthur, FM AVP (Acting) Natalie Shires, Minute Taker Sam Spears, Custodial (NSGEU 99) Trevor Morine, Trades (DPMG)</p> <p>Absent: Vacant, Security (NSGEU 99) Brad Smith, Trades (NSGEU 99), Resigned, Vacant</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 Darrell Boutilier.</p>		
<p>2. Approval of Minutes The minutes from the June 18, 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>Lab Training = All groups have been completed except Security, Truro AC, and Planning Fire & Life Safety – starting to perform fire drills.</p> <p>Industrial Safety – starting a new poster initiative, trying to get safety posters in most buildings/high traffic areas.</p> <p>Radiation Training – next course is Dec 11</p> <p>EHS Safety Courses are now offered to the public through OALD</p> <p>EHS Team met with FM to align priorities and developed a road map for short to medium term.</p> <p>New Videos are being developed on Ladder Safety and Lab Hazard Awareness Gap Training.</p> <p>Utility Room – a demo of online inspection form was provided.</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>No update.</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. (Digitized 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		3		3
Confined Space (Entry & Attendant)	40		34	74
Elevated Work Platform	24			24
Fall Protection	80	0	6	86
First Aid	151		TBD	151
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

Training was paused over the summer. Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed. The Director should arrange Training for FM Projects Managers.

3.4 KPI's – Toolbox Meeting Compliance

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

While ideal, it has been determined it is not economically feasible to maintain an in-house dedicated team. A rescue team will be sourced externally when required.

REMOVE from Agenda

3.6 Electric Scooters (EHS Office)

In the absence of a University lithium-ion battery policy, EHS will not be producing a policy on electric scooters.

EHS does not recommend charging scooters indoors.

REMOVE from Agenda

3.7 DalSafe App/Safety app (EHS Office)

EHS recommends using the Dal MyPage versus the DalSafe App for all Safety items, including Accident/Incident reporting.

Action: The EHS Office will check to see if a link to the Dal MyPage (Safety) can be added to the DalSafe App.

EHS Office

Next Meeting

3.8 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue

2nd Floor not yet completed. Ventilation has been upgraded in many spaces.

Action: Gordie to follow-up with Mateo.

Gordie

As available.

<p>3.9 Unlabeled Sump-pits in CHEB The lead on this item, Brad, is no longer at Dal. Josh visited the site and gave recommendation.</p> <p>Action: Item to be reassigned to Trevor.</p>	<p>Trevor</p>	<p>As available.</p>
<p>3.10 Confined Gas Space Detectors The EHS Office has received gas space detectors, and they are available for sign-out and use. Gordie will resend an email to supervisors advising them that the devices are available for loan from EHS.</p> <p>**Note – EHS also has sounding testing equipment available for loan. This equipment does not replace formal testing but would provide a good indication of when formal testing is required.</p>	<p>Remove from Agenda</p>	

3.11 Workspace Inspection Sheets Ongoing. Action: The EHS Office will advise when Workspace Inspection sheets become available.			EHS Office	Next meeting
Inspection Sheet	Available electronically via	Still in development. In the meantime, please use:		
Utility Room	Safety App Scan QR code in shop	MS Forms		
Workshop Inspection	MS Forms Scan QR code in shop	Switching over to EHSA – in development. Continue to use QR code.		
Safety Observation Report	MS Forms Link provided to PM's/Supervisors	Switching over to EHSA – in development. Continue to use the link provided.		
Hot Work Permits	Available online: PDF and Meridian	Physical copies to be made available – in development.		
Workspace (Office) Inspection	MS Forms Scan QR code or through link	Switching over to EHSA – in development. Continue to use the link provided.		
EHSA <ul style="list-style-type: none"> • Lab Inspections • Biosafety Permits • Cannabis Permits • X-Ray Permits • Accident/Incident Submissions • Registrations 	EHSA	EHSA		
Pre Job Hazard-Assessments	Only physical copies available	Switching to EHSA – in development. Continue to use physical copies provided.		

<p>3.12 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. Progress is slow but continuing.</p> <p>Action: Nick will report back on progress.</p>	Nick	Next meeting
<p>3.13 Encampment Activities on Campus Encampment activities have ceased.</p> <p>Limited chalk-graffiti, which was immediately removed, has appeared on campus since encampment activities ceased.</p>	REMOVE from Agenda	
<p>3.14 Asbestos – CSB 2nd Floor (Pauline’s old office) 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.</p> <p>Action: The EHS Office will check with Scott for follow-up report.</p>	EHS Office	Next meeting
<p>3.15 EHS Snippets – DalSafe App EHS Safety Snippets are featured on YouTube. It is important to ensure the DalSafe App does not become “cluttered” with items better house on other platforms such as DalMy Page or YouTube.</p>	REMOVE from Agenda	
4. New Business		
<p>a) <u>FM Safety Committee Terms of Reference</u> Dal Security to be removed from the TOR as they are no longer active on the committee since their move to Risk.</p> <p>Balbeer has indicated he will not be continuing as Co-Chair; the new Co-Chair should be a NSGEU representative.</p> <p>ACTION – Advise Darrell of your interest to serve as a Co-Chair on the FM Safety Committee.</p> <p>b) <u>Safety Committee Inspection Scheduling</u> Defer due to lack of time.</p> <p>c) <u>Safety Branch Notices -</u> I. Work Platform Prohibition II. Preparing for Severe Weather – Crane and Outdoor Worksite Safety Circulated for awareness, sent to all supervisors for distribution/discussion at Toolbox meetings.</p> <p>d) <u>Round Table Discussion</u> Concerns with unhoused individuals accessing washroom facilities in Dal buildings, particularly on the Sexton Campus. ACTION: All concerns to be reported to Dal Security.</p>	<p>REMOVE from Agenda</p> <p>ALL</p> <p>Deferred</p> <p>REMOVE from Agenda</p>	<p>Next Meeting</p> <p>Next Meeting</p>

<p>5. Review of Incident Statistics 23 incidents total were reported for June, July, and August.</p> <p>Stores; 10 Trades; 5 Contractor; 7 Custodial; 1 Stores</p> <p>REQUEST: Is it possible to include the Building location on the summary?</p>	<p>TBD</p>	<p>Next Meeting</p>
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet – Radon Awareness (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 2:45 PM.</p>		
<p>Next Meeting The next meeting is scheduled for October 8, 2024, at 1:30 PM in the CSB Training Room 511.</p>		