Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, January 14, 2025 1:30 PM CSB Training Room 511

Present:

Kirk Dexter, Planning (NSGEU 77, Co-Chair) Mike Simms, Project Manager (DPMG, Co-Chair)

Craig Arthur, FM AVP (acting)*

Darrell Boutilier, Director of Operations (DPMG)

Gordon Rines, Trades (DPMG) Trevor Morine, Trades (DPMG)

Valerie Borgal, Custodial (DPMG)

Brett Nelson, AC (NSGEU 99)

Gail Best, Trades (NSGEU 99)

Kevin Trueman, Trades (NSGEU 99)

Paul Hadley, Trades (NSGEU 099)

Sam Spears, Custodial (NSGEU 99)

Tim Mason, Enviro Services (NSGEU 99)*

Vera Sampson, Custodial (NSGEU 99)

Mick Boyd, EHS Office

Marcia Munroe, Minute Taker (Alt)

Regrets:

Arthur Walsh, Finance & Admin (DPMG) (*alt for FMAVP)

Basil Wile, Enviro Services (NSGEU 99) (*alt for Tim Mason)

Cherstin MacMillan (NSGEU 77)

John Langille, AC (DPMG)

Josh Smith, EHS Office Natalie Shires, Minute Taker Scott MacPherson, EHS Office

Absent:

	Action By	Due Date
1. Call to Order / Approval of Agenda		
The meeting was called to order at 1:29 PM and was chaired by Mike Simms.		
2. Approval of Minutes		
The minutes from the December 12, 2024 , meeting were approved as circulated with one		
issue, noted by Kirk Dexter: the previous minutes were dated incorrectly.		
3. Outstanding Items from Previous Meetings		
3.1 EHS Office Update		

3.1.1 New Monthly Updates		
The safety program review is ongoing.		
Radon Testing is on-going. To be completed end of March/beginning of April. Information and statistics on radon can be found on the EHS MyDal page - Radon (login required).		
and statistics of radoff can be found of the <u>Ens Mybar page - Radoff</u> (logiff required).		
The Safety Office is in the early stages of gathering information on electric vehicles (i.e. cars, scooters, bikes, etc).		
The EHS Comms Team will be changing out yellow safety posters this week and then again in July.		
The <u>quarterly safety newsletter</u> comes out next week. The EHS Office will coordinate with Mary Jane Webber to have a copy sent to all FM staff.	EHS Office	Ongoing
ACTION: The EHS Office Comms team will coordinate with Mary Jane Webber (FM Comms Manager) to send their newsletter to FM staff.		
Arthur has confirmed with FMIT that the <u>Incident Reporting App</u> has been added to all new FM computer home screens and kiosks.		
The EHS Office's Accident/Incident Investigation Team will be putting a plan in place to close out incident reports. They will be following up with Supervisors once per week.		
Respiratory Protection Training (e.g. choosing the correct respirator and/or cartridges; when to use a respirator, etc.) is upcoming. Anyone who is required to use a respirator will require this training. Information will be gathered for anyone who requires this training. Reminders will be sent to all FM Managers and Supervisors.		
ACTION: Kirk and Mike will send a reminder notice to FM Supervisors and Managers about respiratory protection training.		Next meeting
3.2 Safety Committee Training Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).		
3.2.1 CCOHS Course – Health and Safety Committees		
Members are encouraged to complete the CCOHS Health and Safety Committee course		
(and other courses recommended by the EHS Office) as follows:		
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. Scroll to the bottom of the list and click "Register". The EHS office suggests the following courses as priority:		
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		

3.3 FM Safety Training Progress Report		
Gordie confirmed that he sent Mick information on Arc Flash Awareness training.		
Gordie indicated that the training needs assessment meeting with Marcia and Mary Jane was cancelled due to conflicts and will be rescheduled. He indicated that, once this meeting has taken place, he will then arrange a separate meeting with Stuart and Mike to discuss PM training needs.		
ACTION: Gordie to meet with Mike Simms and Stuart McCormack to assess training needs for project managers.		ASAP
3.4 KPI's – Toolbox Meeting Compliance Darrell indicated that toolbox meeting tracking continues to go well. One meeting per shop per month minimum is the goal, but many shops are managing several meetings per month.		
There were two meetings in December (Trevor Morine & Roger Lloy). Trevor and Gordon also mentioned that some toolbox talks are informal and may not be recorded on the spreadsheet.		
The EHS Office continues to be available to recommend topics for these sessions. They have presented at a number of meetings on various topics. Darrell will review 2024 meetings and consult the EHS Office to get ideas for upcoming meetings.	Darrell; EHS	Next
ACTION: Darrell to discuss future topics with the EHS Office.	Office	meeting
3.5 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue		
Mike confirmed with PM Monica Williams that the reno is planned for May 2025. Design is being completed. Painting has started on the 2^{nd} Floor.		
DECISION: This item requires no further action and will be removed from the agenda.		
3.6 Unlabeled Sump-pits in CHEB		
Signage/labels have been installed.		
DECISION: This item requires no further action and will be removed from the agenda.		

3.7 Workspace Inspection Sheets

Mick will speak to Scott regarding the updating of the Workplace Inspection sheets. The intention is to have people from the FM Safety Committee perform and become comfortable completing inspections/creating worksheets. Mike will contact Scott to set up times for this.

Mike Simms Next Meeting

ACTION: Mike will contact Scott to schedule inspections.

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	Feedback received. Continue to use QR code until finalized.	
Safety Observation Report	MS Forms Link provided to PM's/Supervisors	Switching over to EHSA – in development. Continue to use 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	Feedback received. Continue to use link provided until finalized.	
 EHSA 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.	
	n Dalhousie. Previously, he had that it can be a lengthy proces	d reported that revisions to the ss due to the fine detail of the	Nick's replacemei

at AC available.

ACTION: Nick's replacement to report back once signage is ready to be installed.

3.9 Safety Committee Inspection Scheduling		
With review of the CCOHS Workplace Inspection training course complete, Mike will work		
with Scott to schedule workplace inspections.		
ACTION: Mike to work with Scott to schedule workplace inspections.		Next meeting
2.40 Harrist al Bublic Oramicht Assess to Buildings on Communi		
3.10 Unauthorized Public Overnight Access to Buildings on Campus Mike sought advice from Mike Burge (Security) who suggested if FM employees absenue		
Mike sought advice from Mike Burns (Security) who suggested if FM employees observe		
people loitering/sleeping in stairwells of buildings they are to immediately call Security		
Services and have them deal with the issue. Staff should not engage or try to encourage		
people to move along on their own.		
4. New Business		
Round Table Discussion		
• Vera shared information about the New Year's Day Killam basement non-active flood.		
Currently, Custodial is still working on cleaning up the damage. Vera asked (a) who		
should be called in case of flood in that area, and (b) who should be notified/if there is		
anything to be done regarding the construction debris and equipment in the area that		
make it difficult to move around/clean up. There are also potential safety hazards with		
new employees and flooding in areas with electrical outlets.		
new employees and nobaling in areas with electrical cathets.		
ACTION: Mike is to speak to Jody at the Data Centre. Craig suggested that a	241 - 5116	4645
representative from the EHS Office meet with Killam Management to look at the	Mike; EHS	ASAP
room and arrange to have it cleaned out.	Office	
• Tim suggested that more and better signage be installed by the Warehouse (Oxford		
Street) to prevent pedestrians from walking through the area, especially when		
vehicles and equipment are being used. There is notice painted on the ground to		
prevent unauthorized vehicles from driving through there but when it snows it's		
covered.		
		Next
	Tim	Meeting
pedestrians and drivers installed.		
5. Review of Incident Statistics		
9 incidents total were reported (1 September, 1 October, 4 November, 3 December).		
1 - Campus Maintenance; 1 - Zone 5; 1 - Utilities; 1 - Carpentry; 2 - Custodial;		
2 - Contractor; 1 Projects		
Comments:		
Mike questioned whether there has been past or recent education provided on		
stretching exercises to prevent over-exertion.		
		Next
		meeting
ACTION: The EHS Office will update.	EHS Office	
The state of the s		

6. Safety Committee Training Video (EHS Office) — ■ Safety Training Video — EH&S Safety Snippet - Shoveling (2m 47s)		
Link provided here for those who wish to share or review.		
 Comments: Brett asked if there are Lab Safety videos available through EHS Office that can be presented at Toolbox Meetings? Craig shared that there were some in the works. ACTION: The EHS Office will update. 	EHS Office	Next meeting
7. Adjournment		
The meeting adjourned at 2:25 PM.		
Next Meeting The next meeting is scheduled for February 11, 2025, at 1:30 PM in Room 3207 of the Mona Campbell Building.		