

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, January 14, 2025

1:30 PM

CSB Training Room 511

<p>Present:</p> <p>Kirk Dexter, Planning (NSGEU 77, Co-Chair) Mike Simms, Project Manager (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP (acting)* Darrell Boutilier, Director of Operations (DPMG) Gordon Rines, Trades (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>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)</p> <p>Mick Boyd, EHS Office</p> <p>Marcia Munroe, Minute Taker (Alt)</p>	<p>Regrets:</p> <p>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)</p> <p>Josh Smith, EHS Office Natalie Shires, Minute Taker Scott MacPherson, EHS Office</p> <p>Absent:</p>
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	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		

<p>3.1.1 New Monthly Updates</p> <p>The safety program review is ongoing.</p> <p><u>Radon Testing</u> 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).</p> <p>The Safety Office is in the early stages of gathering information on <u>electric vehicles (i.e. cars, scooters, bikes, etc.)</u>.</p> <p>The EHS Comms Team will be <u>changing out yellow safety posters</u> this week and then again in July.</p> <p>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.</p> <p>ACTION: The EHS Office Comms team will coordinate with Mary Jane Webber (FM Comms Manager) to send their newsletter to FM staff.</p> <p>Arthur has confirmed with FMIT that the <u>Incident Reporting App</u> has been added to all new FM computer home screens and kiosks.</p> <p>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.</p> <p><u>Respiratory Protection Training</u> (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.</p> <p>ACTION: Kirk and Mike will send a reminder notice to FM Supervisors and Managers about respiratory protection training.</p>	EHS Office	Ongoing
<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. Scroll to the bottom of the list and click "Register". 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>3.3 FM Safety Training Progress Report</p> <p>Gordie confirmed that he sent Mick information on Arc Flash Awareness training.</p> <p>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.</p> <p>ACTION: Gordie to meet with Mike Simms and Stuart McCormack to assess training needs for project managers.</p>	Gordie	ASAP
<p>3.4 KPI's – Toolbox Meeting Compliance</p> <p>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.</p> <p>There were two meetings in December (Trevor Morine & Roger Lloyd). Trevor and Gordon also mentioned that some toolbox talks are informal and may not be recorded on the spreadsheet.</p> <p>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.</p> <p>ACTION: Darrell to discuss future topics with the EHS Office.</p>	Darrell; EHS Office	Next meeting
<p>3.5 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue</p> <p>Mike confirmed with PM Monica Williams that the reno is planned for May 2025. Design is being completed. Painting has started on the 2nd Floor.</p> <p>DECISION: This item requires no further action and will be removed from the agenda.</p>		
<p>3.6 Unlabeled Sump-pits in CHEB</p> <p>Signage/labels have been installed.</p> <p>DECISION: This item requires no further action and will be removed from the agenda.</p>		

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. ACTION: Mike will contact Scott to schedule inspections.			Mike Simms	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	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 <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.		
3.8 Evacuation Signage in Buildings at the AC Nick Taylor is no longer with Dalhousie. Previously, he had reported that revisions to the floor plans are ongoing and that it can be a lengthy process due to the fine detail of the work. Once finalized, signage will be installed. ACTION: Nick's replacement to report back once signage is ready to be installed.			Nick's replacement at AC	Once an update is available.

<p>6. Safety Committee Training Video (EHS Office) –</p> <ul style="list-style-type: none"> Safety Training Video – EH&S Safety Snippet - Shoveling (2m 47s) <p>Link provided here for those who wish to share or review.</p> <p>Comments:</p> <ul style="list-style-type: none"> 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. <p>ACTION: The EHS Office will update.</p>	EHS Office	Next meeting
<p>7. Adjournment</p> <p>The meeting adjourned at 2:25 PM.</p>		
<p>Next Meeting</p> <p>The next meeting is scheduled for February 11, 2025, at 1:30 PM in Room 3207 of the Mona Campbell Building.</p>		