

## Facilities Management Environmental Health and Safety Committee

### Meeting Notes

Tuesday, February 11, 2025

1:30 PM

Mona Campbell Building, Room 3207

<p><b>Present:</b></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) Heather Osborne, Projects AC (DPMG) John Langille, Plant AC (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Basil Wile, Enviro Services (NSGEU 99) (*alt for Tim Mason) Brett Nelson, Trades AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 099) Sam Spears, Custodial (NSGEU 99)</p> <p>Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker (Alt)</p>	<p><b>Regrets:</b></p> <p>Arthur Walsh, Finance &amp; Admin (DPMG) (*alt for FMAVP) Cherstin MacMillan (NSGEU 77) Josh Smith, EHS Office Mick Boyd, EHS Office Tim Mason, Enviro Services (NSGEU 99)* Vera Sampson, Custodial (NSGEU 99)</p> <p><b>Absent:</b></p>
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	Action By	Due Date
<b>1. Call to Order / Approval of Agenda</b> The meeting was called to order at 1:32 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.		
<b>2. Approval of Minutes</b> The minutes from the <b>January 14, 2025</b> , meeting were approved as circulated.		
<b>3. Outstanding Items from Previous Meetings</b>		

<b>3.1 EHS Office Update</b>		
<p><b>3.1.1 New Monthly Updates</b></p> <p>The safety program review is ongoing.</p> <p>The EHS Newsletter was shared by Mary Jane Webber with all FM staff on January 29<sup>th</sup>. Staff may <a href="#">sign up to receive the newsletter directly using this link</a>.</p> <p><u>Biosafety/Radon</u> – Inspection and audits are underway.</p> <p><u>Fire Safety</u> – Inspections and audits are underway.</p> <p><u>Industrial Team</u> – Inspections and audits are underway.</p> <p><u>Accident/Incident Reporting App – DalSafe App</u> – The accident/incident reporting app is now available via the DalSafe app. There is a link near the bottom of the EHS MyDal page for online reporting – netid is required.</p> <p><u>Gas Detectors for Labs</u> – Fixed detectors are (or should be) in place in each lab. If found to be non-functioning, signage must be posted and a report made to the EHS Office to have it addressed (see reference link below). The EHS Office will assist with the transitioning of gas detectors, as they have a number of handheld detectors available on an emergency basis only. These are not to replace fixed detectors. Department heads and preventative maintenance should be responsible for replacing these devices.</p> <p><a href="#">EHS Office reference document – Process for Dalhousie Response to Alarm: Fixed Gas Detector (Low Oxygen)</a>.</p>		
<p><b>3.2 Safety Committee Training</b></p> <p>Copies of training certificates should be sent to Marcia Munroe (<a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a>).</p>		
<p><b>3.2.1 CCOHS Course – Health and Safety Committees</b></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><a href="#">Canadian Centre for Occupational Health and Safety (CCOHS)</a> - 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"> <li>1 Health and Safety Committees;</li> <li>2 Workplace Inspections;</li> <li>3 Due Diligence in Occupational Health and Safety;</li> <li>4 Accident Investigation; and</li> <li>5 Hazard Identification, Assessment and Control</li> </ol>		

### 3.3 FM Safety Training Progress Report

Training Type	Have *	Scheduled	Not Yet Scheduled	TOTAL
Arc Flash Awareness	15	14	0	29
Asbestos Awareness	90			90
Chainsaw Safety		3		3
Confined Space (Entry & Attendant)	41	10	2	53
Elevated Work Platform	24			24
Fall Protection	97	0	0	97
First Aid	116		TBD	116
Forklift		8		8
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 reported he met with Marcia and MJ to discuss current training needs. Since that meeting, two Scaffolding training sessions have been held, Fall Arrest training is underway February 11 and 12, and Confined Space training is scheduled for February 26 and 27. Gordie also indicated that Safety Service NS will be retained for a number of future training sessions (TBA).

Gordie will meet with the Director of Projects and Mike Simms to discuss PM training needs.

#### 3.3.1 Stretching Exercises

This item was a discussion point at the January meeting and requires no action.

**DECISION: This item requires no further action and can be removed from the agenda.**

#### 3.4 KPI's – Toolbox Meeting Compliance

Darrell indicated that toolbox meeting tracking continues to go well. He is working with Steve Beaton of the EHS Office to create a list of relevant toolbox meeting topics, including slip/trip falls, minor cuts, cold/hot stress, and asbestos handling. The EHS Office will post a list of topics on their MyDal page for easy access in due course.

**Darrell; EHS Office**

**Ongoing**

#### 3.4.1 Toolbox Topic – Lab Safety

The EHS Office indicated that they are in the process of producing a lab awareness video. It will be posted on their MyDal page once it becomes available.

**DECISION: This item requires no further action and can be removed from the agenda.**

<b>3.5 Workspace Inspection Sheets</b> The following table provides the status and availability of current workplace inspection sheets. Members of the FM Safety Committee should perform and become comfortable with completing inspections/creating worksheets. Mike will contact Scott to set up times for this.			EHS Office	Ongoing
<b>Inspection Sheet</b>	<b>Available electronically via</b>	<b>Still in development. In the meantime, please use:</b>		
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.		
Workspace (Office) Inspection	MS Forms Scan QR code or through link	Feedback received. Continue to use link provided until finalized.		
<b>3.6 Safety Committee Inspection Scheduling</b> With review of the CCOHS Workplace Inspection training course completed by the committee in December, Mike will work with Scott in the EHS Office to schedule workplace inspections.  <b>ACTION: Mike to work with Scott to schedule workplace inspections.</b>			Mike; Scott (EHS)	Next meeting
<b>3.7 Evacuation Signage in Buildings at the AC</b> Revisions to the floor plans are a lengthy process due to the fine detail of the work. The EHS Office will consult the Fire and Life Safety (Fire Marshall Office) who will be on campus later this month to do building inspections. They will report back with updates.  <b>ACTION: The EHS office will provide an update following F&amp;LS inspections.</b>			EHS Office	Once an update is available.
<b>3.8 Unauthorized Public Overnight Access to Buildings on Campus</b> It was noted that the accessible door at the Dentistry building front entrance is not latching. Mike confirmed that FM is aware and that repair will be included in a larger project that is underway for that building (PM Monica Williams). He will find out what the timeline is for this project.  <b>ACTION: Mike will confirm the project timeline with Monica.</b>			Mike	Next meeting

<p><b>3.9 Cleanup of Killam Basement Flood Area</b></p> <p>Val indicated that there are still items in this space. Mike will reach out to Jody at the Data Centre about the materials and will also arrange to meet with Scott (EHS), Juanita, Hershan, and Craig Shelton to look at the space and determine what can be trashed. Natalie suggested that Courtney Bayne in the Records Management Office be consulted, as if the content needs to be archived, she should be notified and arrangements made with her to do so.</p> <p><b>ACTION: Mike will make arrangements as outlined above to review the space.</b></p>	Mike	Next meeting
<p><b>3.10 Warehouse Signage – Pedestrian/Drivers</b></p> <p>Tim was not present to give an update. Darrell confirmed with Mike W that additional signage has been ordered for installation in the area.</p> <p><b>ACTION: Darrell will follow up with Mike Wilkinson on status of signage.</b></p>	Darrell	Next meeting

4. New Business		
<p><b>Round Table Discussion</b></p> <p>a) <b><u>Nova SAFE – Google Translate available via App</u></b> Kirk advised that the Nova SAFE App now has Google translate available so subscribers can access safety information in 240 languages. <b>DECISION: NO ACTION REQUIRED.</b></p> <p>b) <b><u>Review of Safety Committee Terms of Reference (TOR)</u></b> Kirk advised that the committee TOR are in the process of being reviewed and will be brought to the committee with an outline of suggested changes in due course. <b>DECISION: NO ACTION REQUIRED AT THIS TIME.</b></p> <p>c) <b><u>SUB Food Services Compost Bins</u></b> Basil reported that the compost bin behind the SUB for Food Services to deposit organic matter has gone missing. This is causing a rise in pest problems and difficulties in emptying bins that are present due to food waste being mixed with regular garbage. It was suggested that this should be reported to Mike and Tom in Environmental Services, as well as Pat Marten at the SUB, so that a bin can be arranged for/returned to this location. <b>ACTION: Basil to report the issue to Tom and Mike so that a bin can be put in place.</b></p> <p>d) <b><u>Emergency/Fire Exits</u></b> The EHS Office asked that maintenance staff and/or contractors ensure that emergency/fire exits that have been propped open during work be properly secured when they leave the area, as some building access has been compromised by doors being left propped open <b>DECISION: NO ACTION REQUIRED.</b></p> <p>e) <b><u>Needles</u></b> The EHS Office reminded members that custodial staff who find syringes/needles in any space should not touch them. These should be immediately reported to the EHS Office who will arrange to have them properly disposed of. <b>DECISION: NO ACTION REQUIRED.</b></p> <p>f) <b><u>Incident Reporting</u></b> John asked for assistance with the incident reporting process. The EHS Office will have Scott connect with John to review the process. They also noted that they are aware of an issue in the app with respect supervisor comments not being saved. This issue is being addressed. <b>DECISION: NO ACTION REQUIRED.</b></p> <p>g) <b><u>Wet Floor Signs</u></b> Gail noted that wet floor signs are being left out by custodial staff in some areas for the entire day which desensitizes occupants to their purpose putting them at risk of a fall when the floor actually is wet. Val indicated that staff are reminded regularly to take them down once floors are dry. It will continue to be reiterated at toolbox meetings. <b>ACTION: Staff will continue to be reminded to remove wet floor signs when floors are dry. NO ADDITIONAL ACTION REQUIRED.</b></p>	Basil	Next meeting

<p><b>5. Review of Incident Statistics</b>  14 incidents total were reported (1 October, 13 January).</p> <p>3 - Trades; 1 - Carpentry; 9 - Custodial; 1- Projects</p> <p><b>Comments:</b>  Regarding incident #25-0012, Gordon clarified that the grill fire was small and extinguished quickly, thankfully, but did result in a fair amount of smoke in the area. Although smoke alarms are currently being installed, installation is not yet complete which is why no alarms sounded as a result of the smoke. In addition, it was realized that the fume hood above the grill was not working and had not been reported to FM. This is being addressed.</p>		
<p><b>6. Safety Committee Training Video (EHS Office) –</b></p> <ul style="list-style-type: none"> <li>• Safety Training Video – <a href="#">Winter Season Walking Safety Tips</a> (2m 09s)</li> </ul> <p>Link provided here for those who wish to share or review.</p> <p><b>Comments: None</b></p>		
<p><b>7. Adjournment</b>  The meeting adjourned at 2:34 PM.</p>		
<p><b>Next Meeting</b>  The next meeting is scheduled for <b>March 11, 2025, at 1:30 PM in Room 511 of the Central Services Building (CSB).</b></p>		