

Facilities Management Environmental Health and Safety Committee
Meeting Notes

Tuesday, November 12, 2025
2:00 PM
Central Services Building, Room 511

<p>Present: Kirk Dexter, Planning (NSGEU 77, Co-Chair) Mike Simms, Project Manager (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP* Gordon Rines, Trades (DPMG) John Langille, Plant AC (DPMG) Matt Chapman, Projects (DPMG) (*alt for Heather Osborne) Mike Wilkinson, Enviro Services (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office</p> <p>Marcia Munroe, Minute Taker (Alt)</p>	<p>Regrets: Siobhan Smith, Planning (DPMG) (on leave) Arthur Walsh, Finance & Admin (DPMG) (*alt for FMAVP) Heather Osborne, Projects AC (DPMG) Trevor Morine, Trades (DPMG) Paul Hadley, Trades (NSGEU 99)</p> <p>Natalie Shires, Minute Taker (Alt)</p> <p>Absent:</p>
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	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 2:04 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.</p>		
<p>2. Approval of Minutes The minutes from the October 14, 2025, 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 The safety program review is ongoing. EHS newsletter sign-up link. The 3rd quarterly EHS newsletter was circulated on October 29th.</p> <p>November is Safety Month, as well as Radon Safety Month. There is info on the Dal Safety site. Radon testing is recommended in the winter months. The on-campus testing sites are chosen based on risk. Sam asked if Sherriff Hall could be tested and Mick advised that it could be added to the rotating annual list.</p>			EHS Office	Ongoing
<p>3.1.2 Workplace Inspection Sheets The following table provides the status and availability of current workplace inspection sheets.</p>			EHS Office	Ongoing
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		
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	Switching over to EHSA		
<p>3.2 Safety Committee Training Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).</p>				
<p>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:</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 Gordie to meet with Mary Jane and Marcia to discuss upcoming needs for mandated safety training. None has occurred since the previous meeting in October.</p> <p>Those who have yet to receive their updated wallet card for training they've completed should reach out to Gordon.Rines@dal.ca or Marcia Munroe (mr726825@dal.ca) directly.</p>	Gordie	Ongoing
<p>3.4 Safety Committee Inspection Scheduling Mock inspections have been completed at the warehouse and workshops. Some spaces will be scheduled monthly although some are not used frequently so don't require monthly inspections.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		
<p>3.5 KPI's – Toolbox Meeting Compliance Gordie reported that toolbox meetings are being held consistently by most groups. Spreadsheet access issues for a few shops have been identified and continue to be addressed. Perry's have been updated. Bill's are in progress. Val is complete but needs to do the updates.</p>	Gordie	Ongoing
<p>3.6 Warehouse Signage – Pedestrian/Drivers Mike reported both signs are now up. Vehicle and pedestrian traffic still exists but has diminished.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		
<p>3.7 Trades Cell Phone Implementation Work orders and floor plans are out for Halifax and Truro. Gail and Graham have taken over in Halifax. Some phones are working correctly, some not. Mike Power submitted a ticket to check WIFI in reported trouble spots. The WIFI calling feature is an issue on all campuses and there are a lot of dropped calls when people are speaking while moving through a space. Overall, progress is being made.</p> <p>ACTION: Volunteers will continue to survey their campuses as their schedules allow, identifying troublesome areas to be reported to ITS. Gordie will follow up with Mike P.</p>	Gordie / Gail / Kevin / Brett / Mike W	Ongoing, as additional information becomes available
<p>3.8 Unauthorized Public Overnight Access to Buildings on Campus Mike reiterated that Security suggests not to engage unauthorized occupants and to call Security Services to deal with it. It is impossible to control access in every building on an open campus where people need to go in and out at all hours.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		
4. New Business		
<p>4.1 NSGEU Member Rep Search The committee agreed that Kirk and Mike will continue to serve as co-chairs until a volunteer from the NSGEU group offers or someone accepts a nomination to co-chair which would replace Kirk. Mike W. offered to talk to the Grounds crew to see if anyone might want to become a member.</p> <p>ACTION: Mike W. will check with the Grounds crew to see if anyone is interested in becoming a member.</p>	Mike W	Next meeting

<p>4.1 Roundtable Suggestions</p> <p>Mick Boyd shared that Sherriff Hall was radon tested in 2008 and will be added to next year's list.</p> <p>Mike Wilkinson asked that supervisors please remind Custodial staff NOT to sweep salt away from building entrances and exits during the upcoming cold weather months.</p> <p>Gail Best indicated that there are some on-going issues around campus that should be noted, specifically:</p> <ol style="list-style-type: none"> There is a lack of eye wash stations in mechanical rooms which typically contain chemicals. She will speak to Mike Wilkinson about spill kits and eye wash stations for these areas. Fixed gas detectors with signs indicating that they are not operational (Dunn, Steele Oceans, etc.). Gordon shared they were having issues with the company that currently provides support for these units. He asked that Gail submit work orders with Perry so these units can be checked. Craig Arthur suggested in the meantime bringing a portable gas detector along and that oxygen detectors can be purchased. ACTION: Gail to submit WOs to have non-operational gas detectors addressed as she discovers them. Psychology Stairwell Trip Hazard – There is a gap in the floor under the handrail at the mid-way landing of the staircase which is a potential tripping hazard. ACTION: Gordie to submit a work order for Dave Studley to install a metal covering to eliminate this hazard. <p>Craig Arthur – A group is currently working to streamline storm cancellation process and try to make calls on closures earlier. ACTION: Craig will update on progress on next meeting.</p> <p>Scott MacPherson (EHS) – Recently completed a course about Women in Skilled Trades and is making rounds with trades and custodial groups to talk to women in these roles. He will advise if he has a presentation to place on a future agenda on this topic.</p> <p>Val Borgal – Signage on lab doors is supposed to be in colour but there are a number in black and white, making it difficult for people with literacy issues or vision impairments. Craig suggested that the EHS Office could connect with the department to ask that they reprint the signs in colour.</p> <p>Craig Arthur – Water testing following the backflow issues at Sexton Campus earlier this month were not conclusive. We want to be sure that water backflow preventers are installed to prevent the same thing in future. PM Dave Carmichael is creating an SOP for this issue. Truro shared that they have backflow preventers that are tested annually.</p>	<p>Gail</p> <p>Gordon</p> <p>Craig</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>5. Review of Incident Statistics</p> <p>17 incidents total were reported (16 – Sep; 1 – Oct)</p> <p>1-Trades; 9-Custodial; 1-USP; 1-Contractors; Paint-3; Plumbing-1; Thermal Plant-1</p> <p>Comments:</p> <ul style="list-style-type: none"> none 		

7. Adjournment The meeting adjourned at 3:04 PM.		
<i>Next Meeting</i> The next meeting is scheduled for December 9th, 2025, at 1:30 PM in Central Services Building, Campbell, Room 511.		