

Facilities Management Environmental Health and Safety Committee
Meeting Notes

Tuesday, December 9, 2025

1:30 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* Arthur Walsh, Finance & Admin (DPMG) (*alt for FMAVP) Heather Osborne, Projects AC (DPMG) Heather Osborne, Projects (DPMG) John Langille, Plant AC (DPMG) Matt Chapman, Projects (DPMG) (*alt for Heather Osborne) Mike Wilkinson, Enviro Services (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 99) Rick Vogel, Enviro Services (NSGEU)</p> <p>Mick Boyd, EHS Office Scott McPherson, EHS Office</p>	<p>Regrets: Brett Nelson, Trades AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gordon Rines, Trades (DPMG) Natalie Shires, Minute Taker Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Absent: Siobhan Smith, Planning (DPMG) (on leave)</p>
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	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 1:31 PM and was chaired by Mike Simms. The agenda was approved as circulated.</p>		
<p>2. Approval of Minutes The minutes from the November 12, 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</p> <p>The safety program review is ongoing. EHS newsletter sign-up link.</p> <p><u>Safety Month – November</u> – Feedback received on last month’s Safety Month events and activities will be incorporated into next year’s planning.</p> <p><u>Radiation Training</u> is scheduled for December 10th and is for anyone who works in labs.</p> <p><u>Fire Extinguisher Training</u> is now available. Contact Mike.Novak@dal.ca in the EHS Office if interested.</p> <p>The EHS Chemical Safety group published an <u>article on Disinfectants</u> which can be found on their MyDal page here.</p> <p>The <u>Contractor Safety Program</u> is undergoing final review with development of accompanying materials underway. Once finalized and ready to deliver, information sessions will be coordinated with groups who hire contractors/services on campus. This will take place in the new year.</p>			EHS Office	Ongoing															
<p>3.1.2 Workplace Inspection Sheets</p> <p>The following table provides the status and availability of current workplace inspection sheets. Scott is working with Admin from EHS to populate the system with usernames before the break.</p> <table border="1"> <thead> <tr> <th>Inspection Sheet</th> <th>Available electronically via</th> <th>Still in development. In the meantime, please use:</th> </tr> </thead> <tbody> <tr> <td>Utility Room</td> <td>Safety App Scan QR code in shop</td> <td>MS Forms</td> </tr> <tr> <td>Workshop Inspection</td> <td>MS Forms Scan QR code in shop</td> <td>Switching over to EHSA</td> </tr> <tr> <td>Safety Observation Report</td> <td>MS Forms Link provided to PM’s/Supervisors</td> <td>Switching over to EHSA – in development. Continue to use link provided.</td> </tr> <tr> <td>Workspace (Office) Inspection</td> <td>MS Forms Scan QR code or through link</td> <td>Switching over to EHSA</td> </tr> </tbody> </table>			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	EHS Office	Ongoing
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<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 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>Reminder - Up to 8 courses can be taken for free and they are open to all FM staff.</p>	EHS	
<p>3.3 FM Safety Training Progress Report Gordie reported the following is planned for early 2026:</p> <ul style="list-style-type: none"> • 25 for Asbestos Awareness with AI Tech • 15 for Fall Protection training with Joe Treen for trades, several thermal plant staff, and others from campus • 18 for Confined Space training for trades, several thermal plant staff, and others from campus • 11 for Scaffold User training • 17 for Lift training • 12 for Rigging training <p>Also, there are questions about First Aid. 25% of staff were training 18 months ago.</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 KPI’s – Toolbox Meeting Compliance The tracking spreadsheet was not available for presentation. Gordie reported that most supervisors have conducted toolbox meetings recently and updated the spreadsheet. An email reminder has been sent to those who have yet to update the spreadsheet.</p>	Gordie	Ongoing
<p>3.5 Trades Cell Phone Implementation Central Networks is reviewing the WIFI issue with Bell. It is believed that the issue is caused by the way Dal’s WIFI is set up; it is not communicating properly with Bell’s WIFI. Dal’s WIFI network may need to be reprogrammed.</p> <p>Camille (EHS Office) is checking WIFI when inspecting mechanical rooms on campus.</p>	Gordie / Gail / Kevin / Brett / Mike W	Ongoing, as additional information becomes available

<p>3.6 NSGEU Member Rep Search Mike W. reported that Rick Vogel has joined the committee and will attend his first meeting in January.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		
<p>3.7 Non-Operational Fixed Gas Detectors Gail is keeping a list as issues are being found.</p> <p>Gordie advised that Perry has confirmed D&L are correcting some of the issues while Land and Sea are addressing the others.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		
<p>3.8 Psychology Stairwell Trip Hazard Gordie advised that WO 802366 has been created for Dave Studley to fill the gap(s) with metal and WO 802367 has been created for these inserts to be painted, if needed. The task list for this work advises Dave to speak with Gail for clarification on the specifics if more information is required.</p> <p>Action: Gordie to report back once repairs have been completed.</p>	Gordie	
<p>3.9 Storm Cancellation Process A group is currently working to streamline the storm cancellation process and try to make calls on closures earlier. There is a three-part plan:</p> <ol style="list-style-type: none"> 1. <u>Storm Cancellation Policy</u> – (to go to Senate for approval). In summary, it states, if campus is deemed closed, it means no one comes to campus to work <i>except for essential services</i>. 2. There is a <u>new process</u> on how we close, who decides, who writes the memo, and by when. 3. <u>Weather</u> – Cathie VP Finance & Admin (Security, Safety, & FM) – make call by no later than 5:30 AM (by 5, when possible). <u>Safety Issues</u> – Incident responder will have authority to decide and then notify. <p>FM will produce an internal document on prepping for closure.</p>	Craig	

4. New Business		
4.1 Round Table Suggestions a. Craig S. is looking into issues with water hitting an electrical panel from a sink at LSC. b. Gail - Minutes from Dal JOSH meeting are posted online. c. Gail – Hot Work Program – all Project plumbers are now trained and can solder. Uniforms are 100% cotton, so good. d. Gail – Drinking Fountains – apparently the filters are not being changed, the light is just being reset. Reminder to actually change the filter. e. Gail – Dental is installing emergency eye wash stations and showers. Also being put into custodial closets. Training may be required. Forrest and Psychology are complete. Burbidge is almost done. Dunn is not done. Gail and EHS to offer Toolbox. f. Paul – Newer staff working at Sexton, at Architecture – seeing needles on ground all the time. Could the university put a shapes container out? There is one at the corner of Library at the patio now. g. Safety Concern - The ramp on the trucks and the docks do not line up. Asking EHS to go around with the truck to various docks to see the misalignments. Biology, Dalplex, CSB are especially poor.	All Members	Next meeting
5. Review of Incident Statistics – November 2025 12 incidents total were reported (2 – Oct; 7 – Nov; 3 - Dec) 3-Trades; 6-Custodial; 2-Contractors; 1-Carpentry Comments: <ul style="list-style-type: none"> • None 		
6. Safety Committee Training Video - EH&S Safety Snippet - Shoveling - YouTube (2m 47s)		
7. Adjournment The meeting adjourned at 2:40 PM.		
Next Meeting The next meeting is scheduled for January 13, 2026, at 1:30 PM in the Central Services Building, Room 511.		