

Facilities Management Environmental Health and Safety Committee  
Meeting Notes

Tuesday, June 10, 2025

1:30 PM

Central Services Building, Room 511

<p><b>Present:</b> Kirk Dexter, Planning (NSGEU 77, Co-Chair) Mike Simms, Project Manager (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP* Darrell Boutilier, Director of Operations (DPMG) Heather Osborne, Projects AC (DPMG) John Langille, Plant AC (DPMG) Matt Chapman, Projects (DPMG) Siobhan Smith, Planning (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Kevin Trueman, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 99) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Josh Smith, EHS Office Mick Boyd, EHS Office Scott McPherson, EHS Office</p> <p>Natalie Shires, Minute Taker (Alt)</p>	<p><b>Regrets:</b> Arthur Walsh, Finance &amp; Admin (DPMG) (*alt for FMAVP) Cherstin MacMillan (NSGEU 77) Gordon Rines, Trades (DPMG) Basil Wile, Enviro Services (NSGEU 99) (*alt for Tim Mason) Tim Mason, Enviro Services (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 1:31 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.		
<b>2. Approval of Minutes</b> The minutes from the <b>May 13, 2025</b> , meeting were approved as circulated.		
<b>3. Outstanding Items from Previous Meetings</b>		
<b>3.1 EHS Office Update</b>		

<b>3.1.1 New Monthly Updates</b> The safety program review is ongoing. <a href="#">EHS newsletter sign-up link</a> .  <u>Fume Head Inspections*</u> – Ongoing until the end of August.  <u>Self-Inspections*</u> – Are coming to a close.  *There may be an increase in SRs as a result of these inspections.  <u>Safety Month</u> (see Item 4a)  <u>Fire Code Changes Course (FIANS)</u> – Thursday, June 19 <sup>th</sup> at the Halifax Marriott Harbourfront (8AM to 430 PM). Register using <a href="#">this link</a> .  Mick advised that the EHS Office has some new students working with them, so new, younger faces may be seen on campus representing work done by their office.			EHS Office	Ongoing
<b>3.1.2 Workplace Inspection Sheets</b> The following table provides the status and availability of current workplace inspection sheets.			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	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		
<b>3.1.3 Sharps in Garbage/Sharps Program</b> The EHS Office distributed a <a href="#">Toolbox Talk sheet on “Needlestick and Sharp-Object Injuries”</a> which covers dangers/exposures and controls around sharps in the university environment. There is no sharp disposal program on campus. Discovery of sharps not disposed of in a safe manner should be immediately reported to the EHS Office and reported as a “near miss” incident. Dal Security is trained on needle disposal.  <b>ACTION: This item requires no further action and can be removed from the agenda.</b>				
<b>3.2 Safety Committee Training</b> Copies of training certificates should be sent to Marcia Munroe ( <a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a> ).				

<p><b>3.2.1 CCOHS Course – Health and Safety Committees</b> 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> <p>Comments: Gail confirmed that she recently completed mental health related courses.</p>		
<p><b>3.3 FM Safety Training Progress Report</b> Gordie reported that Fall Protection training has been scheduled for June 11<sup>th</sup> and Confined Space training has been scheduled for June 18<sup>th</sup>. Lift training, Scaffold User training, and Asbestos Awareness are tentatively booked for upcoming weeks; confirmation pending. Project Manager training needs are being assessed and arranged by Stuart and Mike with Marcia and Mary Jane.</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 (<a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a>) directly.</p>	Gordie	Ongoing
<p><b>3.4 Safety Committee Inspection Scheduling</b> Coordination continues by Mike and Scott to line up multiple sessions for groups of 3 or 4 people both in Halifax and Truro. Mike will email members with schedules for signup by the end of June. Inspection sheets are available on the EHS App.</p> <p><b>ACTION: Mike and Scott will continue finalizing schedules and distribute.</b></p>	Mike/Scott (EHS)	Ongoing
<p><b>3.5 KPI’s – Toolbox Meeting Compliance</b> Darrell reported that talks are being held but logging them in the spreadsheet is about a month behind. He will follow up with supervisors.</p>	Darrell	Ongoing
<p><b>3.6 Evacuation Signage in Buildings at the AC</b> Kirk confirmed that he has connected with Mike Novac and that Master Plan updates continue. It was decided that CAD will takeover production of evacuation signage for all campuses moving forward.</p> <p><b>ACTION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>3.7 Cleanup of Killam Basement Flood Area</b> It was reported that most of the shelving as been removed. There are still some boxes but Hershan is making arrangements to move them.</p> <p><b>ACTION: Mike will report back once the room has been cleared.</b></p>	Mike	Next meeting

<p><b>3.8 Warehouse Signage – Pedestrian/Drivers</b> In Tim's absence, Craig reported that a second sign has been ordered. Once it arrives, Ernie will work with Mike and Tom to install one at each end of the Warehouse building - one facing Hancock lot and the other facing Castine Way.</p> <p><b>ACTION: Tim/Craig will report back once the signs are installed.</b></p>	Tim/Craig	Next meeting
<p><b>3.9 Trades Cell Phone Implementation</b> Darrell confirmed that cell phone implementation has been successful.</p> <p><u>Vehicle Operators</u> – No safety related concerns reported. Staff are being trained on how to turn off auto-locking, if an issue.</p> <p><u>Dead Zones</u> – Training may be required on using WIFI calling feature. Otherwise, no update at this time.</p> <p><u>Walkie-Talkie</u> – No safety related concerns reported.</p>	Darrell	Ongoing
<p><b>3.10 Burning of Incense and other Substances in Workplaces</b> Mick reported that he and Steve Elles investigated the burning of incense on campus and have determined that no substances can be burned in buildings on campus except in the case of smudging ceremonites. There is zero tolerance for burning substances otherwise.</p> <p><b>ACTION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>3.11 Evacuation Protocols</b> Craig reported that he has connected with Steve Ellis and Heather on this topic.</p> <p><b>ACTION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>3.12 LSRI Low Oxygen Alarm</b> The Safe Operating Procedure on Low Oxygen alarms was updated to include Halifax Fire. Gail's report on LSRI alarm appears in the May incident report.</p> <p>The EHS Office advised that 3 new oxygen detectors have been obtained for FM. They require testing every 3 years (not daily). These can be loaned out temporarily. The EHS Chemistry team will write a one-page standardized instruction on its use.</p> <p><b>ACTION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>3.13 Unsecured VFDs</b> Craig sent an email to the full department on May 28<sup>th</sup> requesting staff ensure utility room doors are secured. He also suggested a Toolbox Talk be held on the topic, as well as asked that projects managers stress to contractors that they are to ensure these access points are not left unsecured. Future cases will be dealt with on a case-by-case basis.</p> <p>He also advised that Dennis Boudreau (Access Shop) put forth the suggestion of setting up a timer on similar access doors left unsecured so that they automatically lock after a specified period of being in unlocked position. This has already been successfully actioned in at least one location.</p> <p><b>ACTION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>4. New Business</b></p>		

<p><b>a. Round Table Discussion</b></p> <p><u>Safety Month – November 2025</u> – Both Kirk and the EHS Office noted that November 2025 is “Safety Month.” The Facilities and Safety unit in the Faculty of Engineering has invited FM to be involved as hosts and participants. Each week will have a theme with events such as tours, demonstrations, presentations, games and other activities to engage involvement by members of the Dal community. Themes planned so far include Lab Safety, Office Worker Safety; Seasonal Safety, and Fire (and battery) Safety. Suggestions for hosts and additional topics are welcome and can be emailed to <a href="mailto:kirk.dexter@dal.ca">kirk.dexter@dal.ca</a>.</p> <p><u>Immunization Program for FM</u> – Kevin asked if there is an immunization program for FM trades/custodial staff. Craig offered to look into this.</p> <p><b>ACTION: Craig will check into immunization recommendations for FM employees.</b></p> <p><u>Hot Work Program</u> – Gail indicated that no information has been provided yet in her unit on the hot work program. Josh confirmed information was circulated and offered to connect with Ryan to ensure he has all he needs to share with his team. Information on the Hot Work Program can be found on the EHS Office MyDal page <a href="#">here</a>.</p> <p><u>Speed Limits on Campus</u> – Paul asked if speed signs are posted anywhere on campus. If not, he suggested they be posted, as sometimes vehicles seem to be moving too fast, especially with the amount of pedestrian travel in and around our properties on a daily basis. Craig offered to reach out to Security Services with this concern.</p> <p><b>ACTION: Craig will connect with Security on the possibility of installing speed signs.</b></p>		
<p><b>5. Review of Incident Statistics</b></p> <p>22 incidents total were reported (21 in May; 1 from Oct 2024)</p> <p>2 - Trades; 11 – Custodial; 5 – Projects; 4 - Contractors</p> <p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>• The <u>Custodial group</u> were commended for consistent reporting.</li> <li>• The EHS Office offered to do a walk-through on <u>how to fill out a report</u> for any groups interested.</li> <li>• Note: Efforts are made when <u>redacting incident reports</u> to eliminate personal information on the person(s) directly involved in an incident. The names of persons responding to an incident, or investigating after the fact, are not necessarily redacted. In cases of mechanical malfunction where a specific individual’s actions are not responsible for an incident, no information is redacted.</li> </ul>		

<p><b>6. Safety Committee Training Video (EHS Office) –</b>  A Safety Training Video was not available for today. Craig Arthur provided advice on the topic of working in the heat. He reminded everyone working in high temperatures both outside and inside to take frequent breaks, wear loose clothing, take advantage of areas with AC to cool off when available, stay hydrated, work with a buddy, and watch for signs of heat exhaustion. Always wear sunscreen when working outside, even when overcast.  Related EHS Office Resources:  Toolbox Talks - <a href="#">Heat Stress</a>; <a href="#">Sun Protection</a>; <a href="#">Maintaining Proper Hydration</a>  Safe Work Practices – <a href="#">Working in Extreme Heat</a>;  Industrial Safety – <a href="#">Industrial Thermal Stress</a></p> <p><b>Comments:</b> None</p>		
<p><b>7. Adjournment</b>  The meeting adjourned at 2:37 PM.</p>		
<p><b>Next Meeting</b>  The next meeting is scheduled for <b>September 9, 2025, at 1:30 PM in CSB Room 511.</b></p>		