

Facilities Management Environmental Health and Safety Committee
Meeting Notes

Tuesday, May 13, 2025

1:30 PM

Mona Campbell Building, Room 3207

<p>Present: 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) Gordon Rines, Trades (DPMG) John Langille, Plant AC (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) Sam Spears, Custodial (NSGEU 99) Tim Mason, Enviro Services (NSGEU 99)*</p> <p>Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker (Alt)</p>	<p>Regrets: Arthur Walsh, Finance & Admin (DPMG) (*alt for FMAVP). Basil Wile, Enviro Services (NSGEU 99) (*alt for Tim Mason) Brett Nelson, Trades AC (NSGEU 99) Heather Osborne, Projects AC (DPMG) Siobhan Smith, Planning (DPMG) Vera Sampson, Custodial (NSGEU 99)</p> <p>Absent: Cherstin MacMillan (NSGEU 77)</p>
--	--

	Action By	Due Date
1. Call to Order / Approval of Agenda The meeting was called to order at 1:32 PM and was chaired by Mike Simms. The agenda was approved as circulated.		
2. Approval of Minutes The minutes from the April 8, 2025 , meeting were approved as circulated.		
3. Outstanding Items from Previous Meetings		
3.1 EHS Office Update		
3.1.1 New Monthly Updates The safety program review is ongoing. EHS newsletter sign-up link . Toolbox Talk Topics – A new “Incident Report” toolbox talk sheet is available on the EHS MyDal page - Toolbox Talk topics (login required). An in-person session for PMs is taking place on May 22 nd . Fire Safety related inspections of all buildings are underway. Project Inspections can be done using the EHS App. Some tabs are still being figured out. Report issues to EHS office.	EHS Office	Ongoing

3.1.2 Workplace Inspection Sheets The following table provides the status and availability of current workplace inspection sheets.			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		
3.2 Safety Committee Training Copies of training certificates should be sent to Marcia Munroe (mr726825@dal.ca).				
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: 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: 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				
3.3 FM Safety Training Progress Report Gordie reported that Lift training and Confined Space training will be scheduled for late May/early June. Project Manager training needs are being assessed and arranged by Stuart and Mike with Marcia and Mary Jane. 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.			Gordie	Ongoing

<p>3.4 Safety Committee Inspection Scheduling Coordination continues by Mike and Scott to line up multiple sessions for groups of 3 or 4 people both in Halifax and Truro. Signup sheets will be distributed once finalized. Inspection sheets are available on the EHS App.</p> <p>ACTION: Mike to work with Scott to schedule workplace inspections.</p>	<p>Mike/Scott (EHS)</p>	<p>Ongoing</p>
<p>3.5 KPI's – Toolbox Meeting Compliance Darrell and Gordie reported that talks are being held, but logging them in the spreadsheet has been slow due to workloads, etc.</p>	<p>Darrell</p>	<p>Ongoing</p>
<p>3.6 Evacuation Signage in Buildings at the AC Kirk confirmed the updated floor plans have been received by the CAD team, but it will take some time to update the Master Plans. The team is meeting on May 14th to discuss the timeline for this work.</p> <p>ACTION: Kirk to check with the CAD team and report back on timeline.</p>	<p>Kirk</p>	<p>Once an update is available.</p>
<p>3.7 Cleanup of Killam Basement Flood Area Mike reported that the majority of the garbage in the flood-zone area has been removed by MCW. All that remains belongs to FM with the exception of some shelving which is being reinstalled at the dry end of the room so that boxes being stored by the Library can be moved there. The door to the room will be locked so that no further garbage can be dumped there. Once the Library is finished using the space, it is hoped that it will become FM space.</p> <p>Gordie reported that the April 10th All-Tech air quality test results showed no risk of mold in the space.</p> <p>ACTION: Mike/Gordie to report back to the committee once shelving has been relocated within the room and the area secured for Library storage use.</p>	<p>Mike/Gordon</p>	<p>Next meeting</p>
<p>3.8 Warehouse Signage – Pedestrian/Drivers Tim reported that he has the "Authorized Vehicles Only" sign. Craig submitted an SR via FAMIS to have it installed on the end of the Warehouse facing the Hancock parking lot. Tim noted that a second sign might be helpful installed at the other end of the building facing Castine Way.</p> <p>ACTION: Tim will report back to the committee once the sign has been installed.</p>	<p>Tim</p>	<p>Next meeting</p>
<p>3.9 SUB Food Services Compost Bins Tim reported that the brown bin has been removed from the SUB and that clarification of responsibilities around SUB compost waste will be made with both SUB food services staff and Grounds which should eliminate the issue.</p> <p>DECISION: This item requires no further action and will be removed from the agenda.</p>		

<p>3.10 Trades Cell Phone Implementation</p> <p>Darrell provided updates on issues raised at the last meeting as follows:</p> <p><u>Vehicle Operators</u> - Hands-free options have been made available in vehicles for safe operation of phones while driving. Darrell will investigate the issue of phones used by operators auto-locking causing them to have to pull over to answer walkie-talkie prompts.</p> <p><u>Dead Zones</u> – Managers have been asked to encourage supervisors to have staff immediately report dead zones identified on campus so that they can be investigated. Darrell and Gordie will continue to push this message and will also encourage a discussion during Toolbox talks. Kevin suggested ITS could be consulted on how to make WIFI calls using Intune. He also suggested using Dal’s EDRoam network in dead zones which sometimes works.</p> <p><u>Walkie-Talkie</u> – Staff are starting to use the walkie-talkie option successfully. These can be set up with channels for individual teams so that everyone isn’t hearing “chatter” for the whole department.</p> <p>There may be additional wrinkles to iron out, but overall, migration to phones has gone well.</p>	Darrell	Ongoing
<p>3.11 LSC Oceanography – Freezer Odour</p> <p>The EHS office reported that the freezer in question is confirmed to be malfunctioning. The odour is caused by rotted fish stored inside the freezer. First Onsite has been contacted to clean the unit out after which it will be repaired.</p> <p>DECISION: This item requires no further action and will be removed from the agenda.</p>		
<p>3.12 Burning of Incense and other Substances in Workplaces</p> <p>EHS indicated that they do not have a policy on use of Scents in the workplace, or on the burning of substances in workspaces. Siobhan and Steve Elles should touch base to investigate the incident further.</p> <p>ACTION: Siobhan to connect with Steve Elles of the EHS Office to discuss.</p>	Siobhan	Next meeting
<p>3.13 Evacuation Protocols</p> <p>Craig will connect with Heather on this topic.</p> <p>Additional discussion: How do contractors and visitors know where muster stations are located? Fire Wardens know the location of muster stations in buildings, as do most regular building occupants. Visitors (ie contractors, etc) in buildings can follow regular occupants out of a building during an alarm if they are unsure of muster station locations. The important part is that everyone exits the building when a fire alarm is activated.</p>	Craig/ Heather	Next meeting
<p>4. New Business</p>		

a. Round Table Discussion

First Aid Response – Dal Security vs Parking Security – Craig confirmed that Security Services are still the primary provider of first aid on campus. If there is an injury, staff should call 494-4109 or use the DalSafe App on their phone to request assistance. Parking staff also wear uniforms with “Security” written on the back, but they are not necessarily trained in first aid. It was suggested that this would be a good Toolbox Talk topic.

No action required.

Sharps in Garbage/Sharps Program (Tim and Val) – Tim and Val indicated that staff are often finding sharps in garbage. Val asked if there is a “sharps program” available to tell staff what to do when sharps are found and how they are to be disposed of. Craig indicated it is not safe for FM staff to handle these items and that staff need to contact the Safety Office for safe removal and submit an incident report each time to create a paper trail. He confirmed that there is a procedure to follow but no program. He suggested that the EHS Office create a Toolbox talk sheet outlining what to do and what not to do when sharps are discovered.

ACTION: EHS Office to develop a Toolbox Talk sheet regarding disposal of Sharps.

Val noted on behalf of Jill McPhee a concern she has about potential higher traffic in public areas such as the new Beatty Marine Biology Museum (aka aquarium) once it opens. Craig indicated that there typically are not sharps disposal containers provided in public washrooms. He suggested that Biohazard Team in the EHS Office reach out to Jill to discuss her concerns.

ACTION: Val to let Jill know the EHS Office will be in touch.

LSRI Low Oxygen Alarm (Gail) – A low oxygen alarm sounded in a lab at the LSRI recently. Security arrived and used a “sniffer” tester to check the area and left, but the alarm was still sounding. Craig indicated that Security is trained on these types of alarms. He also confirmed that there is a Safe Operating Procedure that outlines the procedure for dealing with them and indicated that he would send a copy to all committee members. He also asked Gail to submit an incident report on the LSRI alarm so that it is logged.

ACTION: Craig to send Gail the SOP for Oxygen Alarm procedures.

Online Incident Report – Property Damage (Tim) – Mick confirmed that property damage can be reported using the Online Incident Reporting App.

No action required.

EHS Office

ASAP

EHS Office/
Val

ASAP

Craig

ASAP

<p>5. Review of Incident Statistics 10 incidents total were reported (9 in April; 1 from Nov 2024)</p> <p>3 - Trades; 1 - Grounds; 6 - Custodial</p> <p>Comments: Incident #25-0045 – It was determined after the meeting who left the VFD open in this case. Discussion was held about how padlocks have been cut off to gain access in the past and that it's not uncommon to find VFDs left unsecured. Craig suggested bolting may be necessary. He indicated he would send an internal email to the department requesting staff to 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 not to cut padlocks off secured spaces for access.</p> <p>ACTION: Craig to send a message to the full FM department.</p>	Craig	ASAP
<p>6. Safety Committee Training Video (EHS Office) – Safety Training Video – EH&S Safety Snippet - Smoke Detectors - 1m 36s</p> <p>Link provided here for those who wish to share or review.</p> <p>Comments: None</p>		
<p>7. Adjournment The meeting adjourned at 2:40 PM.</p>		
<p>Next Meeting The next meeting is scheduled for June 10, 2025, at 1:30 PM in CSB Room 511.</p>		