

Facilities Management Environmental Health and Safety Committee  
Meeting Notes

Tuesday, April 8, 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) Gordon Rines, Trades (DPMG) Heather Osborne, Projects AC (DPMG) Siobhan Smith, Planning (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Gail Best, Trades (NSGEU 99) John Langille, Plant AC (DPMG) Paul Hadley, Trades (NSGEU 099) Sam Spears, Custodial (NSGEU 99) Tim Mason, Enviro Services (NSGEU 99)* Vera Sampson, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker (Alt)</p>	<p><b>Regrets:</b> Arthur Walsh, Finance &amp; Admin (DPMG) (*alt for FMAVP) Basil Wile, Enviro Services (NSGEU 99) (*alt for Tim Mason) Brett Nelson, Trades AC (NSGEU 99) Kevin Trueman, Trades (NSGEU 99)</p> <p><b>Absent:</b> Cherstin MacMillan (NSGEU 77)</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 1:30 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.		
<b>2. Approval of Minutes</b> The minutes from the <b>March 11, 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> The safety program review is ongoing.</p> <p>The next quarterly issue of the EHS Newsletter will be available at the end of April and will again be shared with FM staff by Mary Jane Webber. They welcome suggestions for future newsletter topics. So far there are approximately 700 subscribers to the newsletter. FM Staff may <a href="#">sign up to receive the newsletter directly using this link</a>.</p> <p><u>Toolbox Talk Topics</u> – The EHS MyDal page now features a list of 25 suggested <a href="#">Toolbox Talk topics</a> (login required) for FM supervisors and managers to access as a resource. Each topic includes printable one-pagers with topic-specific resources at the bottom of the page. 50+ more topics are to be added in due course.</p> <p><u>Biosafety/Radon</u> – The autoclave program has been updated and pressure vessel certifications are now arriving.</p> <p><u>Radioactive Waste</u> (aka “RAD Waste” - poster distributed at meeting). The EHS office is responsible for collecting/disposing of all radioactive waste, including sharps (note, the Sharps Guideline has been updated to include sharp plastics like pipettes). FM staff should not handle this material in any way and should contact the EHS office if they come across any while working.</p> <p><u>Radiation team</u> is currently collecting the dosimetry badges from the 1<sup>st</sup> quarter of 2025 and has distributed all of the 2<sup>nd</sup> quarter badges.</p> <p><u>“I Work Safely for” stickers and bookmarks</u> were distributed at the meeting. A news post will go out soon offering them for distribution. Refer to the <a href="#">EHS Mydal page for more information</a>. They are free for all faculty and staff. Get in touch or drop by the EHS Office to pick up some to hand out to your team.</p> <p><u>Online (Brightspace – login required) EHS Courses</u> are available for self-registration on topics such as Biosafety, Chemical Spill Response, Environmental Health and Safety, Ergonomics, Fire Safety, Incident Investigation, Lab Safety, and Respiratory Protection.</p>	<b>EHS Office</b>	<b>Ongoing</b>

<b>3.1.2 Workplace Inspection Sheets</b> The following table provides the status and availability of current workplace inspection sheets. Scott is meeting with On-site this week to carry out a trial-run using the Workspace Inspection online tool.			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>3.2 Safety Committee Training</b> Copies of training certificates should be sent to Marcia Munroe ( <a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a> ).				
<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:  <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:  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><b>3.3 FM Safety Training Progress Report</b></p> <p>Gordie reported that no training is currently scheduled. It is anticipated that more sessions will be coordinated for the spring/early-summer. He noted that a recent Asbestos Awareness training session by All-Tech had to be cancelled due to weather. This will be rescheduled in due course.</p> <p>Marcia has confirmed that all outstanding wallet cards have now been distributed. If team members have not received a card for training they've completed, they should reach out to Gordon.Rines@dal.ca or Marcia (<a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a>) directly.</p> <p>The question of whether fall arrest training is needed for working on scaffolding with railings. It was confirmed that it is not required. However, safe scaffold use training is required.</p> <p>Project Manager training needs should be discussed with Marcia and Mary Jane.</p> <p><b>Action: Mike and Stuart to touch base with Marcia and Mary Jane about PM training.</b></p>	<p><b>Gordie</b></p> <p><b>Mike</b></p>	<p><b>Ongoing</b></p>
<p><b>3.4 Safety Committee Inspection Scheduling</b></p> <p>Mike and Scott are lining up multiple sessions for groups of 3 or 4 people both in Halifax and Truro throughout the summer. Signup sheets will be distributed.</p> <p><b>ACTION: Mike to work with Scott to schedule workplace inspections.</b></p>	<p><b>Mike; Scott (EHS)</b></p>	<p><b>Ongoing</b></p>
<p><b>3.5 KPI's – Toolbox Meeting Compliance</b></p> <p>Darrell reported that toolbox meeting reporting appears to be down on the spreadsheet but he is aware that sessions are being held and suspects they have yet to be recorded on the sheet. He is hopeful that the new Toolbox Talk topics list now available on the EHS mydal page will inspire conversations among teams.</p>	<p><b>Darrell</b></p>	<p><b>Ongoing</b></p>
<p><b>3.6 Evacuation Signage in Buildings at the AC</b></p> <p>Siobhan reported that the prioritized list of buildings has been provided to Kirk and Mike Novac. Evacuation signage will be actioned once the drawings have been updated by the CAD team. Kirk offered to confirm the list was received by the CAD team and check on the timeline for the updates.</p> <p><b>ACTION: Kirk to check with the CAD team and report back on timeline.</b></p>	<p><b>Kirk</b></p>	<p><b>Once an update is available.</b></p>

<p><b>3.7 Unauthorized Public Overnight Access to Buildings on Campus</b>  <i>This item remains on the agenda as a placeholder until an update is available in Fall/Winter 2025.</i>  Mike confirmed with PM Monica Williams that the main entrance of the Dentistry building is scheduled for a complete overhaul in fall/winter 2025. Unless there is a change in the start date of the project, Mike will consult Monica on progress once the project starts this fall and report back to the committee.</p> <p><b>ACTION: Mike will report back on progress once the project begins in Fall 2025.</b></p> <p>Darrell reported that a recent incident of unauthorized access to a building on Sexton campus involved someone drinking an entire hand-sanitizer cartridge resulting in a medical emergency. In an effort to deter a similar incident in future, Val indicated that the Custodial team will remove all cartridges from dispensers for the summer. Dispensers will be replenished in the Fall.</p>	Mike	Fall/Winter 2025
<p><b>3.8 Cleanup of Killam Basement Flood Area</b>  The flood-zone area of the Killam basement has had some garbage removed but additional items are being deposited there without permission. It was suggested that the door lock be rekeyed to prevent dumping of additional material.</p> <p>Mike will touch base with Garry Martell (PM), Jody (ITS), and Hershan (Killam) to advise them that any items that need to be retained must be removed. Gordie will arrange to have the garbage removed.</p> <p>Vera indicated that several custodial staff have reported feeling unwell while/after working in the flood area. She reported no visual evidence but expressed concern that there could be mold in the area. Gordie advised that he would coordinate air quality testing of the space with Al-Tech and report back to the group and later confirmed during the meeting that testing is scheduled to take place Thursday, April 10. He will report back with findings when they become available.</p> <p><b>ACTION: Mike to talk to Garry, Jody, and Hershan; Gordie to arrange for removal of the garbage. Gordie to report back on air quality test findings.</b></p>	Gordon/Mike	Next meeting
<p><b>3.9 Warehouse Signage – Pedestrian/Drivers</b>  Tim reported that Mike Wilkinson has ordered the signs but they have not yet arrived. Pylons have been put in place in the meantime and seem to be helping.</p> <p><b>ACTION: Tim or Darrell will monitor progress and report back once signs arrive and are installed.</b></p>	Tim/Darrell	Next meeting
<p><b>3.10 SUB Food Services Compost Bins</b>  Basil was not present to give an update.</p> <p><b>ACTION: Basil to report the issue to Tom and Mike so that a bin can be put in place.</b></p>	Basil	Next meeting



<p><b>a. Round Table Discussion – continued</b></p> <p><u>Evacuation Protocols</u> (Heather) – Related to the above incident at the Cox, there was much confusion during the evacuation procedure which caused distress to the occupants exiting the building. It was requested that a debrief be arranged as relates to this incident. Craig and Heather will connect to discuss further and determine next steps.</p> <p><b>Action: Craig and Heather to meet and discuss.</b></p>	<p><b>Craig/ Heather</b></p>	<p><b>Next meeting</b></p>
<p><b>5. Review of Incident Statistics</b> 14 incidents total were reported (1 in February; 13 in March)</p> <p>2 - Trades; 1 - Grounds; 5 - Custodial; 6 - Contractor (Projects)</p> <p><b>Comments:</b> The EHS Office advised that Tupper administration has sent a reminder to all occupants of the process to <u>dispose of sharps or glass</u>. This reminder will be sent twice annually. The EHS Office has safety posters available regarding sharp disposal as well.</p> <p>It was confirmed that there is no <u>footwear requirement for custodial staff</u> for regular cleaning functions other than a recommendation to wear sneakers. Only those who move furniture to carry out tasks are required to wear steel toe footwear (boot allowance in place).</p> <p>The EHS Office advised that “project wire” should never be disposed of in regular garbage and that contractors are responsible for the <u>proper disposal/removal of wire and other project refuse from the property</u>.</p> <p><b>Action: Mike will ask FM PMs to remind contractors of proper project waste disposal procedures.</b></p>	<p><b>Mike</b></p>	<p><b>Next meeting</b></p>
<p><b>6. Safety Committee Training Video (EHS Office) –</b></p> <ul style="list-style-type: none"> <li>Safety Training Video – <a href="#">EH&amp;S Safety Snippet - Tick Safety</a> (3m 53s)</li> </ul> <p>Link provided here for those who wish to share or review.</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>May 13, 2025, at 1:30 PM in room 3207, Mona Campbell Building.</b></p>		