

Facilities Management Environmental Health and Safety Committee

Meeting Notes

Tuesday, March 11, 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 (acting)* Gordon Rines, Trades (DPMG) Heather Osborne, Projects AC (DPMG) Siobhan Smith, Planning (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Kevin Trueman, Trades (NSGEU 99) Sam Spears, Custodial (NSGEU 99) Vera Sampson, Custodial (NSGEU 99)</p> <p>Josh Smith, EHS Office 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) Darrell Boutilier, Director of Operations (DPMG) Gail Best, Trades (NSGEU 99) John Langille, Plant AC (DPMG) Paul Hadley, Trades (NSGEU 099) Tim Mason, Enviro Services (NSGEU 99)*</p> <p>Absent:</p>
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	Action By	Due Date
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.		
2. Approval of Minutes The minutes from the February 11, 2025 , meeting were approved as circulated.		
3. Outstanding Items from Previous Meetings		

3.1 EHS Office Update		
<p>3.1.1 New Monthly Updates 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. Siobhan suggested information on the Shelter in Place Program. So far there are approximately 700 subscribers to the newsletter. FM Staff may sign up to receive the newsletter directly using this link.</p> <p><u>Toolbox Talk Topics Coming Soon</u> – The EHS MyDal page will soon feature approximately 60 suggested Toolbox Talk topics for FM supervisors and managers to access as a resource. Each topic will include printable one-pagers with topic-specific resources at the bottom of the page.</p> <p><u>Biosafety/Radon</u> – Inspection and audits are almost complete.</p> <p><u>Fire Marshall Inspections (AC)</u> – FM is making good progress on addressing deficiencies identified by the Fire Marshall’s Office.</p> <p><u>Fire Safety Plans</u> – Plans are underway.</p> <p><u>Fire Panel Stickers</u> – The Fire Group is working on developing stickers for fire panels which will indicate to fire crews what functions can be reset.</p>	<p>EHS Office</p>	<p>Ongoing</p>
<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 		

3.3 FM Safety Training Progress Report Gordie reported the following: Feb 11 & 12 – Fall Arrest (28 completed); Feb 26 & 27 – Confined Space (33 completed); Mar 19 – Lift (10 scheduled); Mar 18 – Confined Space (Truro campus) (12 scheduled) Asbestos awareness training is coming soon. Additional Fall Arrest and Confined Space will be scheduled by June. Wallet cards for completed training can take a few weeks to be made available following training. Gordie will check with MJ and Marcia on pending cards. Gordie will discuss training needs of project managers with Mike and Stuart.			Gordie	Ongoing
3.4 KPI's – Toolbox Meeting Compliance Darrell was not available to provide an update.			Darrell	Ongoing
3.5 Workplace Inspection Sheets The following table provides the status and availability of current workplace inspection sheets. Workspace Inspection sheets will be finalized by April. Training can be arranged with the EHS Office.			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	Feedback received. Continue to use QR code until finalized.		
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	Feedback received. Continue to use link provided until finalized.		
3.6 Safety Committee Inspection Scheduling With review of the CCOHS Workplace Inspection training course completed by the committee in December, Mike will work with Scott in the EHS Office to schedule workplace inspections for committee members in both in Halifax and Truro. These will be done in groups of 3 or 4. ACTION: Mike to work with Scott to schedule workplace inspections.			Mike; Scott (EHS)	Next meeting

<p>3.7 Evacuation Signage in Buildings at the AC This matter will be overseen by the EHS Office. Siobhan offered to connect with Mike Novac in EHS to compile a prioritized list of buildings. They will provide the list to the CAD team so that the buildings plans can be updated. Once this is done, Mike can create the appropriate evacuation signage for installation.</p> <p>ACTION: Siobhan will report back once she has connected with Mike Novac.</p> <p>Regarding floor plan changes as a result of building renovations, Kirk clarified that the CAD team has a list of ongoing projects which will result in updated floor plans. He encouraged project managers to send floor plan changes directly to Ainslie.Pettipas@dal.ca on the CAD team.</p>	Siobhan	Once an update is available.
<p>3.8 Unauthorized Public Overnight Access to Buildings on Campus Mike confirmed with PM Monica Williams that the main entrance of the Dentistry building is scheduled for a complete overhaul in fall/winter 2025. It was noted that the Access Shop has attempted repairs to the door(s) in question but with the salt and cold weather, the physical security of the door has continued to be an issue. It is hoped that the arrival of warmer spring weather will have a positive effect. 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>ACTION: Mike will report back on progress once the project begins.</p>	Mike	Fall/Winter 2025
<p>3.9 Cleanup of Killam Basement Flood Area Mike confirmed with Hershan Fernando (Dal Libraries) that some garbage (i.e. old shelving) still remains in the flood area. Gordon will visit the site to determine who is responsible for the remaining items and, if FM's, arrange to have it removed or, if the Library's, will suggest to Hershan that a FAMIS SR be submitted. Mike will send an email to Garry Martell (PM for the Killam ECP project) to ask that any project-related items he may have stored there be removed.</p> <p>ACTION: Gordon will view the area and connect with Hershan if needed. Mike will ask Garry to remove project-related items, if any.</p>	Gordon/Mike	Next meeting
<p>3.10 Warehouse Signage – Pedestrian/Drivers Darrell was not present to give an update.</p> <p>ACTION: Darrell will follow up with Mike Wilkinson on status of signage.</p>	Darrell	Next meeting
<p>3.11 SUB Food Services Compost Bins Basil was not present to give an update.</p> <p>ACTION: Basil to report the issue to Tom and Mike so that a bin can be put in place.</p>	Basil	Next meeting
<p>4. New Business</p>		
<p>Round Table Discussion No new business arose.</p>		
<p>5. Review of Incident Statistics 14 incidents total were reported in February</p> <p>2 - Trades; 1 - Grounds; 8 - Custodial; 1- Contractor (Projects); 2 – AC Thermal</p>		

<p>6. Safety Committee Training Video (EHS Office) –</p> <ul style="list-style-type: none"> • Safety Training Video – Electricity Safety Tips for the Workplace (1m 47s) <p>Link provided here for those who wish to share or review.</p> <p>Comments: Many slip/fall accidents noted. These should decrease with the arrival of warmer weather, but trip hazards may now increase due to uneven surfaces created by the spring thaw.</p>		
<p>7. Adjournment</p> <p>The meeting adjourned at 2:22 PM.</p>		
<p><i>Next Meeting</i></p> <p>The next meeting is scheduled for April 8, 2025, at 1:30 PM in Room 511 of the Central Services Building (CSB).</p>		