

Facilities Management Environmental Health and Safety Committee  
Meeting Notes

Tuesday, October 14, 2025  
1:30 PM  
Central Services Building, Room 511

<p><b>Present:</b> Mike Simms, Project Manager (DPMG, Co-Chair)</p> <p>Arthur Walsh, Finance &amp; Admin (DPMG) (*alt for FMAVP) Gordon Rines, Trades (DPMG)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)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 99) Sam Spears, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker (Alt)</p>	<p><b>Regrets:</b> Craig Arthur, FM AVP* Kevin Trueman, Trades (NSGEU 99) Kirk Dexter, Planning (NSGEU 77, Co-Chair) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG) Vera Sampson, Custodial (NSGEU 99)</p> <p><b>Absent:</b> Siobhan Smith, Planning (DPMG) (on leave)</p>
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	Action By	Due Date
<p><b>1. Call to Order / Approval of Agenda</b> The meeting was called to order at 1:33 PM and was chaired by Mike Simms. The agenda was approved as circulated.</p> <p>Mike announced that Tim Mason has resigned from the committee.</p> <p>Mike asked if any members had decided to offer to serve as co-chair. Being none, he and Kirk Dexter have both agreed to continue as co-chairs of the committee for the next year.</p>		
<p><b>2. Approval of Minutes</b> The minutes from the <b>September 9, 2025</b>, meeting were approved as circulated.</p>		
<p><b>3. Outstanding Items from Previous Meetings</b></p>		

<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> .  <b>November is Safety Month</b> – The EHS newsletter coming out end of October will contain a schedule of events planned for the week. Lots of activities to attend, as well as colouring pages for kids to take part with prizes to be won.  <b>Annual Fire Drills</b> were delayed due to the DFA strike but are now being scheduled. All buildings that contain alarms will participate.			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>3.2 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> Gordie reported that no training took place in September. Additional training needs continue to be assessed.</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> Mike reported inspections are now complete. Gordie will put a list of workshops together for the committee to use for scheduling purposes in future.</p> <p><b>ACTION: Gord to provide list to Natalie once compiled.</b></p>	Gordie	Ongoing
<p><b>3.5 KPI's – Toolbox Meeting Compliance</b> Gordie reported that toolbox meetings are being held consistently by most groups. Spreadsheet access issues for a few shops have been identified and continue to be addressed.</p>	Gordie	Ongoing
<p><b>3.6 Warehouse Signage – Pedestrian/Drivers</b> Mike reported both signs are now up. Vehicle traffic is down but pedestrian traffic continues. He will continue to monitor the situation for a few weeks and report back next meeting at which time the item may be removed from the agenda.</p> <p><b>ACTION: Mike will report back on traffic status.</b></p>	Mike W	Next meeting
<p><b>3.7 Trades Cell Phone Implementation</b> Gordie offered maps of each of the campuses for those doing walk-throughs to identify dead zones (Gail, Graham, Kevin, Mike, Brett). Once identified, areas will be reported to Jody Pace in ITS to search for solutions.</p> <p><b>ACTION: Volunteers will survey their campuses as their schedules allow, identifying troublesome areas to be reported to ITS.</b></p>	Gordie / Gail / Kevin / Brett / Mike W	Ongoing, as additional information becomes available
<p><b>3.8 Committee Terms of Reference (TOR) – Review of Proposed Changes</b> All proposed changes presented in the draft TOR provided to all members were adopted as circulated with no identified concerns or questions. Natalie will finalize the TOR and distribute copies to all members.</p> <p><b>DECISION: This item requires no further action and can be removed from the agenda.</b></p>		
<p><b>4. New Business</b></p>		
<p><b>4.1 Round Table Suggestions</b> Mick reported that he spoke with Jessica who confirmed that <u>flammable products</u> are stored in a fire proof room at Chemical Stores, as appropriate.</p> <p>John reported that the <u>biomass / cogen system at AC is shutdown October 13 to 24 for planned semi-annual maintenance</u> (ie cleaning of the boiler, repairs etc).</p>	All Members	Next meeting

<p><b>5. Review of Incident Statistics</b></p> <p>17 incidents total were reported (16 – Sep; 1 – Oct)</p> <p>1-Trades; 9-Custodial; 1-USP; 1-Contractors; Paint-3; Plumbing-1; Thermal Plant-1</p> <p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>Incidents involving sharps are frequent. There is no sharp program at Dal though receptacles are provided in main bathrooms of residences. Typically, students in residence who require sharps disposal arrange this personally and keep the container in their dorm room. Mick indicated that puncture-proof gloves should be used when handling broken glass and other sharp items when aware of them. These will be made available to teams who are most likely to handle these materials, like custodial, grounds, etc.</li> <li>Mick noted that the Incident Reporting System is being reviewed and that some columns, such as Steps to Prevent Reoccurrence, will be made mandatory for completion by the reporter.</li> </ul>		
<p><b>7. Adjournment</b></p> <p>The meeting adjourned at 2:20 PM.</p>		
<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for <b>November 12, 2025, at 1:30 PM in Mona Campbell, Room 3207.</b></p>		