

Facilities Management Environmental Health and Safety Committee
Meeting Notes

Tuesday, February 10, 2026

1:30 PM

Central Services Building, Room 511

<p>Present: Kirk Dexter, Planning (NSGEU 77, Co-Chair)</p> <p>Craig Arthur, FM AVP* Gordon Rines, Trades (DPMG) John Langille, Plant AC (DPMG) Matt Chapman, Projects (DPMG) (*alt for Heather Osborne) Mike Wilkinson, Enviro Services (DPMG) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Cherstin MacMillan (NSGEU 77) Gail Best, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 99) Rick Vogel, Enviro Services (NSGEU) Sam Spears, Custodial (NSGEU 99)</p> <p>Mick Boyd, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p>Regrets: Arthur Walsh, Finance & Admin (DPMG) (*alt for FMAVP) Heather Osborne, Projects AC (DPMG) Mike Simms, Project Manager (DPMG, Co-Chair) Vera Sampson, Custodial (NSGEU 99)</p> <p>Absent: Kevin Trueman, Trades (NSGEU 99) (on leave) Siobhan Smith, Planning (DPMG) (on leave)</p>
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	Action By	Due Date
<p>1. Call to Order / Approval of Agenda The meeting was called to order at 130 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.</p> <p>Mike W. introduced new committee member, Rick Vogel, from the Environmental Services Team.</p>		
<p>2. Approval of Minutes The minutes from the January 13, 2026, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		
<p>3.1 EHS Office Update</p>		

3.1.1 New Monthly Updates The safety program review is ongoing. EHS newsletter sign-up link . 1) <u>Radioactive rocks</u> were discovered stored in the Dunn Catacombs. They have been removed. 2) The EHS Fire Group is in the process of <u>reviewing the fire plans for all Dal buildings</u> . 3) Liane at Sexton campus inquired about inspection requirements for 2-post car lifts on their campus. These hoists would require annual inspection. The EHS office is making arrangements to have this done. Inquiries about hoist or equipment inspections of any type may be sent to the EHS Office.			EHS Office	Ongoing
3.1.2 Workplace Inspection Sheets The question was raised whether these worksheets can now be deemed finalized. If so, this item could potentially be removed from the agenda. ACTION: Kirk to check with Mike S. who was working with Scott McPherson as to the status of these worksheets. The following table provides the status and availability of current workplace inspection sheets. Scott is working with Admin from EHS to populate the system with usernames before the break.			EHS Office/ Kirk	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).				

<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 <p>Reminder - Up to 8 courses can be taken for free and they are open to all FM staff.</p> <p>Gail indicated that she has completed several EHS Office developed safety courses via Brightspace (login required), which can be accessed on the Dal website.</p>	<p>EHS Office</p>	<p>Ongoing</p>
<p>3.3 FM Safety Training Progress Report Gordie reported the following training schedule has been set up and that the list will go to supervisors this week for sign up:</p> <p>Basic Scaffolding User – Feb 26 Asbestos Awareness – March 11, 12 Fall Protection, Confined Spaces – March 10, 30, 31</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 (mr726825@dal.ca) directly.</p>	<p>Gordie</p>	<p>Ongoing</p>
<p>3.4 KPI’s – Toolbox Meeting Compliance Gordie reported that reporting is going well. The EHS Office reminded everyone that they remain available for toolbox topic suggestions or visits to assist in delivering content to staff. Toolbox Talks handouts are also available on the EHS Mydal page.</p>	<p>Gordie</p>	<p>Ongoing</p>
<p>3.5 Wi-Fi Dead Zones (formerly Trades Cell Phone Implementation) This issue now seems to be well in hand. Gail confirmed that any troublesome areas she had previously reported that she has worked in since have had no issues. That said, additionally discovered trouble spots must continue to be reported so that a ticket is submitted to have the areas addressed.</p> <p>After discussion, it was decided that this issue be removed from the agenda, as no future action is required. It was suggested that WiFi/cell connection be added to workplace inspection sheets. Kirk will mention this to Scott McPherson of the EHS Office.</p> <p>DECISION: This item requires no further action and can be removed from the agenda.</p>		

<p>3.6 Psychology Stairwell Trip Hazard Gordie reported that Dave Studley has the plates and is coordinating installation with Animal Care. Dave also toured the building and has identified similar issues in other stairwells. He will complete the initially reported install first to assess if it is a good solution for the issue before proceeding to repair the other areas.</p> <p>ACTION: Gordie to report back on the status of this repair.</p>	Gordie	Next meeting
<p>3.7 Storm Cancellation Process Craig reported that progress continues on this review.</p> <p>ACTION: Craig will report back as progress continues.</p>	Craig	Next meeting
<p>3.8 Loading Bay Docks – Assessment of Misalignment for Delivery Trucks The EHS Office advised that there is no update on this item. Mick will coordinate with Mike Wilkinson and/or Tom Innes of the Environmental Services shop to visit loading bays with various size vehicles to make a proper assessment. It is likely that this will result in the creation of proper SWPs for loading bay use.</p> <p>ACTION: The EHS Office will report back once more information becomes available.</p>	EHS	Next meeting
<p>4. New Business</p>		
<p>4.1 Round Table Suggestions</p> <p>a. (Mike W) Paint used on floor in Grounds shop to direct foot traffic is wearing off due to moisture, etc. He will connect with Paul Hadley (paint crew) for advice on proper paint to use in these areas for better wear. NO ACTION REQUIRED.</p> <p>b. (Rick) The external metal “mesh” stairs at the Warehouse become very slippery in wet conditions, particularly after a snowfall. Craig will connect with Rick to suggest a brand of non-slip strip that can be applied to the steps to keep boots from slipping on the mesh surface. NO ACTION REQUIRED.</p> <p>c. (Paul) Concerns were raised about whether rechargeable batteries for hand tools should be unplugged from chargers when fully charged. Is there a policy on how to store rechargeable batteries? The EHS Office indicated that, while there is no official policy on rechargeable batteries, it is recommended that product manual instructions be followed. Typically, it is recommended that batteries not be left in chargers overnight and that they be removed from the tool when not in use to help maintain the charge. It is also recommended to ensure matching brands of batteries and tools are used together and not mix-matched. NO ACTION REQUIRED.</p> <p>d. (Gail) Concern was raised regarding Infection Control training among trades who may be required to work in Dental Clinic areas. Craig indicated that only trades with the training would be assigned tasks in these areas. Gordon added that Infection Control training would be added to the list of upcoming sessions to ensure adequate numbers of staff complete the training. The question of hepatitis vaccines was also raised. Craig will reach out to Pam Gallant, Biosafety Officer, to inquire about this and report back to the group.</p> <p>ACTION: Craig to connect with Pam Gallant regarding hepatitis vaccines.</p> <p>e. (Val) Some staff were having trouble using the incident reporting app recently on their phones. The EHS Office indicated that this is typically due to VPN disconnect or WiFi drop, or an unchecked box in the app. Constant issues with the app should be reported to the EHS Office for assistance. NO ACTION REQUIRED.</p>	<p>All Members</p> <p>Craig</p>	<p>Next meeting</p> <p>Next Meeting</p>

<p>4.1 Round Table Suggestions (continued)</p> <p>f. (John L) For informational purposes, John advised that Environment and Climate Change Canada (ECCC) requires universities to report the use of ethylene oxide in their facilities. Ethylene Oxide is a gas present in the chemicals used to sterilize medical equipment. For example, “anprolene gas” used in Animal Care (Halifax campus) contains ethylene oxide. Although it is not believed that FM uses any products with this component in it, Roger Lloy and John Langille are responsible for compiling the data on its use for their respective campuses for annual reporting purposes to ECCC. NO ACTION REQUIRED.</p>		
<p>5. Review of Incident Statistics – January 2026</p> <p>2 incidents total were reported for January</p> <p>2- Custodial</p> <p>Comments:</p> <ul style="list-style-type: none"> The EHS Office reminded members that the EHS Office has a Toolbox Talk handout on “Basic Lifting Techniques” which can be printed off and shared with staff. 		
<p>6. Safety Committee Training Video - Prevent Workplace Harassment (1m 6s)</p> <p>Comments:</p> <ul style="list-style-type: none"> Workplace Harassment is now included in the dropdown on the incident reporting app. 		
<p>7. Adjournment</p> <p>The meeting adjourned at 2:20 PM.</p>		
<p>Next Meeting</p> <p>The next meeting is scheduled for March 9, 2026, at 2:00 PM in the Central Services Building, Room 511.</p>		