

Facilities Management Environmental Health and Safety Committee
Meeting Notes

Tuesday, January 13, 2026
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* Gordon Rines, Trades (DPMG) Heather Osborne, Projects AC (DPMG) John Langille, Plant AC (DPMG) Matt Chapman, Projects (DPMG) (*alt for Heather Osborne) Mike Wilkinson, Enviro Services (DPMG) Sam Spears, Custodial (NSGEU 99) Trevor Morine, Trades (DPMG) Valerie Borgal, Custodial (DPMG)</p> <p>Brett Nelson, Trades AC (NSGEU 99) Gail Best, Trades (NSGEU 99) Paul Hadley, Trades (NSGEU 99) Vera Sampson, 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) Cherstin MacMillan (NSGEU 77) Rick Vogel, Enviro Services (NSGEU)</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 1:30 PM and was chaired by Kirk Dexter. The agenda was approved as circulated.</p>		
<p>2. Approval of Minutes The minutes from the December 9, 2025, meeting were approved as circulated.</p>		
<p>3. Outstanding Items from Previous Meetings</p>		

3.1 EHS Office Update				
3.1.1 New Monthly Updates The safety program review is ongoing. EHS newsletter sign-up link . Mick advised that the EHS office now has a 30-minute power point presentation they can provide on the incident reporting system. Contact Mick.Boyd@dal.ca to arrange.			EHS Office	Ongoing
3.1.2 Workplace Inspection Sheets 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	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 Reminder - Up to 8 courses can be taken for free and they are open to all FM staff.			EHS	

<p>3.3 FM Safety Training Progress Report Gordie reported no training took place since the December meeting. MJ is working on coordinating more sessions.</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>	Gordie	Ongoing
<p>3.4 KPI's – Toolbox Meeting Compliance Gordie reported that a few supervisors are still catching up, but overall, reporting is going well. Natalie committed to updating the spreadsheet with a new tab for 2026 by end of this week. (Post meeting update Jan 14th - this tab is now ready to use.)</p>	Gordie	Ongoing
<p>3.5 Trades Cell Phone Implementation Craig reported that ITS was able to reprogram the Wi-Fi system on campus from the ground up. All issues with Wi-Fi should now be resolved. That said, dead-zones must still be reported to supervisors upon discovery so that a ticket can be submitted to have it addressed where possible. Craig asked those who canvassed the campus for dead zones previously to go back when they are able and check if there are still issues. With regard to Wi-Fi calling, an email was sent to all FM employees containing a Step-by-Step. Craig suggested that supervisors review Wi-Fi calling with staff in upcoming toolbox talks. This topic will be revisited next meeting under a new agenda heading – “Wi-Fi Dead Zones”.</p>	Gordie / Gail / Kevin / Brett / Mike W	Ongoing, as additional information becomes available
<p>3.6 Psychology Stairwell Trip Hazard Gordie reported that this work has not been completed yet but that Dave Studley indicated it should be an easy fix. It was noted that a similar issue exists in the Oceanography stairwell. Gordie indicated that both matters would be addressed under the same work order. Dave will get in touch with Gail.</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. The internal document on prepping for closure has been reviewed by EHS, Security Services, and Craig. It will be reviewed by the Vice-President Finance and Administration next.</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. They need to visit the various locations to assess. Discussion on this matter took place. It was suggested that, because so many different types and sizes of trucks are used across campus, it is difficult to find one solution for all.</p> <p>ACTION: The EHS Office will report back once they've completed loading bay inspections.</p>	EHS	Next meeting
<p>4. New Business</p>		
<p>4.1 Round Table Suggestions a. None</p>	All Members	Next meeting

<p>5. Review of Incident Statistics – December 2025 10 incidents total were reported (5 – Nov; 5 - Dec)</p> <p>2-Trades; 7-Custodial; 1-Contractor</p> <p>Comments:</p> <ul style="list-style-type: none"> • None 		
<p>6. Safety Committee Training Video - EH&S Safety Snippet - Cold Stress (4m 54s)</p>		
<p>7. Adjournment The meeting adjourned at 2:05 PM.</p>		
<p><i>Next Meeting</i> The next meeting is scheduled for February 10, 2026, at 1:30 PM in the Central Services Building, Room 511.</p>		