

Facilities Management Environmental Health and Safety Committee

Meeting Minutes

Monday, August 22, 2016

1:00 pm

Central Services Building, Conference Room 511

Present:

Tareq Abdullah, Campus Planning

Darrell Boutilier, Director of Operations Peter Brown, Shops

Peter Brown, Shops

Kevin Craig, Thermal Plant AC

Chris Dafoe, Zones

Jeff Lamb, Assistant Vice President, Facilities Management

Lori Lamrock, FM Environmental Health and Safety/Employee Development Coordinator

Michael Power, Administration, Finance and Logistics

Gordon Rines, Trades Services Manager

Diane Ross, Custodial AC

Craig Sheldon for Mike Campbell, Manager Custodial Services

Ian Wagschal, Assistant Director, Minor Projects

Regrets:

Jerry Aguinaga, Director, Environmental Health and Safety

Troy Clarke, Environmental Services

Doug Fraser, Custodial Daytime

No Representative, Custodial Evening

Absent:

No Representative, Security

	Action By	Date Required
1. Call to Order The meeting was called to order at 1:13 pm and chaired by Jeff Lamb.		
2. Approval of Minutes Minutes of the June 24, 2016, meeting were approved as circulated.		
3. Outstanding Items form Previous Meetings		
3.1 Roof Top Hazards G. Rines provided progress report – painting is underway to visually mark 6 feet from the edge of roofs on Carleton Campus. Have received pricing on portable handrails that will be installed at sites on Carleton campus that require them.	G. Rines will continue to move initiative forward.	On-going

<p>3.2 Incident Reporting Incident Tracking Campaign (to build awareness and encourage reporting)</p> <ul style="list-style-type: none"> - L. Lamrock reported that she has been working with Trevor Morine, Zone 1 Supervisor, to develop a processes for Safety Observation Program that will use FAMIS for reporting and tracking. J. Lamb suggested that perhaps Trevor could attend the next meeting and demonstrate. <p>Incident Tracking Campaign (to manage information)</p> <ul style="list-style-type: none"> - L. Lamrock has been meeting with members of EHS Department to view the Accident/Incident Module in the new EHS Program and to determine what the pages and procedures will look like for Dalhousie to use this software for accident/incident reporting. Project Management Office have asked the vendor for a project scope document. 	<p>L. Lamrock will continue to move these initiatives forward.</p>	<p>On-going</p>
<p>3.3 Fire Marshall and Wardens for Central Services Building (CSB) L. Lamrock reported that the fire warden training is scheduled for August 30, 2016.</p>		
<p>3.4 Location of Defibrillator in CSB L. Lamrock reported that she has been able to obtain an additional defibrillator from the Safety Office. This unit will be installed on the 4th floor where the original one was located. She will send notice to department once installed.</p>	<p>L. Lamrock to send notice.</p>	
<p>3.5 Weight of Garbage Bags L. Lamrock will check to see if the article to educate the university community on what to put in garbage cans has been done and circulate a copy to members.</p>		
<p>4.2 Change of EHS Committees at Dalhousie L. Lamrock reported that Kevin Craig was a Management Representative and Diane Ross was an Employee Representative on the Agricultural Campus Safety Committee. As J. Aguinaga was not present this item was tabled until next meeting.</p>	<p>Tabled until next meeting</p>	
<p>4.3 EHS Expo The Committee discussed initiatives that FM could showcase at the October 12, 2016, EHS Expo. i.e.: Site Specific Safety Plan, Rescue Team. Members to discuss with teams and bring ideas to next meeting.</p> <p>It was also decided that there will be no departmental meeting instead FM will promote attendance at the EXPO. J. Lamb asked G. Rines to work with supervisors to determine how this would be scheduled. We will need to determine how we will include staff in Truro.</p>	<p>Members to bring ideas for exhibits</p> <p>G. Rines to work with supervisors to determine how attendance managed</p>	<p>Next meeting</p>
<p>4 New Business</p>		
<p>4.1. LSRI VALID Lab – Head Injury – Use of Hard Hats by Internal Trades Ian Wagschal reported that a recent incident in the LSRI VALID Lab project had resulted in a head injury to an FM internal tradesperson & that the recommendations in the investigation reports were that hard hats should be considered for prevention. This raised the question should internal trades wear hard hats. The committee discussed this topic and determined that a policy should be developed regarding the use of hart hats by internal trades. J. Lamb asked G. Rines to head a subcommittee to do determine policy. D. Boutilier asked that C. Leslie and K. Craig be included in these conversations.</p>	<p>G. Rines to organize subcommittee and determine policy</p>	<p>Report at next meeting</p>

<p>5 Review of Incident Statistics</p> <p>The Committee reviewed incident statistics. After much discussion the committee agreed that it would be useful to add a “Follow Up” column to the incident report summary. L. Lamrock will contact the person responsible for seeing the corrective action carried out for each incident and get status report for FM EHS meetings.</p> <p>D. Boutilier suggested that it would be useful to share this report with Manager/Supervisors so that they can see what is happening as a department, identify trends, share corrective actions, etc...</p>	<p>L. Lamrock to update report.</p> <p>L. Lamrock to distribute</p>	<p>Next meeting</p> <p>ASAP</p>
<p>6 Adjournment</p> <p>The meeting was adjourned at 2:05 pm.</p>		
<p><i>Next Meeting</i></p> <p><i>The next meeting is scheduled for Tuesday, September 13, 2016, in room 511 of the Central Services Building, from 1:00 to 2:00 pm. Please remember to send your alternate if you are not able to attend.</i></p>		