

Facilities Management Environmental Health and Safety Committee

Meeting Minutes

Tuesday, December 13, 2016

1:00 pm

Central Services Building, Conference Room 511

Present:

Tareq Abdullah, Campus Planning
 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
 Trevor Morine for Gordon Rines, Trades Services Manager
 Diane Ross, Custodial AC
 Craig Shelton, Custodial Services
 Ian Wagschal, Assistant Director, Minor Projects

Regrets:

Jerry Aguinaga, Director, Environmental Health and Safety
 Darrell Boutilier, Director of Operations

Absent:

TBD, Custodial Daytime
 TBD, Custodial Evening
 Troy Clarke, Environmental Services
 TBD, Security
 Peter Brown, Shops

Guests:

Trevor Morine

	Action By	Date Required
<p>1. Call to Order The meeting was called to order at 1:10 pm and chaired by Jeff Lamb.</p>		
<p>2. Approval of Minutes Minutes of the October 11, 2016, meeting were approved.</p>		
<p>3. Outstanding Items form Previous Meetings</p>		
<p>3.1 Roof Top Hazards G. Rines reported that this work continues and that they are looking at putting pylons on snow covered roofs already surveyed to act as visual aids. C. Dafoe commented that the next step would be to prepare the forms that pertain to roof access. G. Rines advised that they were being developed. It was also noted that this program would have to be</p>	G. Rines will continue with initiative.	On-going
<p>3.2 Incident Reporting Incident Tracking Campaign (to build awareness and encourage reporting) - The program to enter safety observations into FAMIS has been expanded to include Zone 2 and the Resource Group. Will continue to expand user groups (including Agricultural Campus). Incident Tracking Campaign (to manage information) - EHS Department and PMO's Office to meet with vendor to review capabilities of software.</p>	L. Lamrock will continue to move these initiatives forward.	On-going

<p>3.3 Weight of Garbage Bags D. Boutilier reported that article has gone out and was circulated to committee with meeting package.</p>		
<p>3.4 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. L. Lamrock to find out who FM members of new AC Safety Committee are.</p>	L. Lamrock	Next Meeting
<p>3.5 EHS Expo Committee members agreed that the 2016 EHS Expo was a success. Members of the University community were interested in Facilities Management booths and attendance by FM employees was high.</p>		
<p>3.6 LSRI VALID Lab – Head Injury – Use of Hard Hats by Internal Trades The revised Policy Regarding the Use of Head Protection was circulated with meeting package. C. Dafoe will review with Zone members and provide feedback. G. Rines commented that all mechanical rooms should ultimately be designated hard hat areas.</p>	C. Dafoe provide feedback from Zone	Next meeting
<p>3.7 FOIPOP Request for Asbestos Related Information L. Lamrock reported that during a recent conversation with Nadine Gauthier, of the Project Management Office, she indicated that the vendor was currently looking at the Onsite Asbestos Module. D. Boutilier reported that as it was taking so long to get the Onsite system up and running the Operations Unit was looking at purchasing another tool to maintain asbestos data. He will touch base with Nadine for an update on Onsite. J. Lamb asked K. Craig if he was aware if any asbestos assessments had been done at the Agricultural Campus. K. Craig indicated that to determine if any had been done you would have to touch base with each department. I. Wagschal commented that the Projects group had had one assessment done at AC. J. Lamb asked T. Abdullah if he could contact Maritime Testing to see if they have any records of asbestos assessments at AC.</p>	D. Boutilier to contact Nadine Gauthier re Onsite asbestos module. T. Abdullah to contact Maritime Testing re asbestos	Next Meeting Next Meeting
<p>3.8 CSB Fire Evacuation Plan The Committee questioned what would happen if a floor fire warden or the chief fire warden were not available when an alarm went in the CSB. L. Lamrock commented that now that we have wardens we need to recruit back up wardens. L. Lamrock will work on recruiting back up wardens and ask the Steve Ellis of the EHS Office what other departments on campus do in this instance.</p>	L. Lamrock	Next Meeting
<p>4 New Business</p>		
<p>4.1. Ladder Safety Policy, Checklist and Safe Work Instruction L. Lamrock asked the committee for final approval of the documents circulated with the meeting package related to Ladder Safety. Once approved she will circulate to Managers and Supervisors for communication to staff in tool box meetings along with educational power point and quiz. Documents were approved.</p>		
<p>4.2 Site Specific Safety Plan I. Wagschal commented that FM should have a responsible person identified for safety on each job site. He suggested that perhaps FM would benefit from a Safety Officer who would perform this task. J. Lamb commented that any such position should not take away from the fact that we are all responsible for safety. J. Lamb will speak to Darrell Boutilier and ask him to investigate this option.</p>	D. Boutilier to investigate.	Next Meeting
<p>5 Review of Incident Statistics The Committee reviewed incident statistics, looking at various incidents in more detail. It was agreed that many of the incidents could be avoided by, and that employees would benefit from, stretching at the beginning of their shift. L. Lamrock will do some research into Stretching Programs.</p>	L. Lamrock to research.	Next Meeting

6 Adjournment The meeting was adjourned at 2:00 pm.		
<i>Next Meeting</i> <i>The next meeting is scheduled for Tuesday, January 17, 2017, 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>		