

# Facilities Management Environmental Health and Safety Committee

## Meeting Minutes

Friday, June 24, 2016

10:00 am

Central Services Building, Conference Room 511

### Present:

Jerry Aguinaga, Director, Environmental Health and Safety  
Darrell Boutilier, Director of Operations Peter Brown, Shops  
Balbeer Singh for Troy Clarke, Environmental Services  
Chris Dafoe, Zones  
Doug Fraser, Custodial Daytime  
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  
Craig Sheldon for Mike Campbell, Manager Custodial Services  
Ian Wagschal, Assistant Director, Minor Projects

### Regrets:

Tareq Abdullah, Campus Planning  
Kevin Craig, Thermal Plant AC (could not attend due to technical difficulties with SKYPE)  
Daniel Michels, Custodial Evening  
Diane Ross, Custodial AC

### Absent:

TBD, Security

	Action By	Date Required
<b>1. Call to Order</b> The meeting was called to order at 10:05 am and chaired by Chris Dafoe.		
<b>2. Approval of Minutes</b> Minutes of the May 18, 2016, meeting were approved as circulated.		
<b>3. Outstanding Items form Previous Meetings</b>		
<b>3.1 Roof Top Hazards</b> G. Rines reported that the working group had met with a representative from Hercules (another company that offers services and products related to making roof sites safer to work on; e.g.: handrails, other visual barriers, markings, ladder extensions/retrofits for roof hatches, etc...). This meeting was more successful than the last and they will move ahead with the installations and a plan to ensure that the work continues.	G. Rines will continue to move initiative forward.	On-going

<p><b>3.2 Incident Reporting</b></p> <p><b><u>Incident Tracking Campaign (to build awareness and encourage reporting)</u></b></p> <ul style="list-style-type: none"> <li>- L. Lamrock is developing a Safety Observation Program that will use FAMIS for reporting and tracking.</li> </ul> <p><b><u>Incident Tracking Campaign (to manage information)</u></b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>	<p>L. Lamrock will continue to move these initiatives forward.</p>	<p>On-going</p>
<p><b>3.3 Weigh of Garbage Bags</b></p> <p>Troy Clarke reported that people are putting too much in garbage bags and they are too heavy to handle safely. D. Boutilier commented that perhaps M. Webber, Manager of Communications, could put a notice in Today at Dal asking the university community to be mindful of this.</p> <p>June Update: D. Boutilier and Mike Wilkinson have given information to M.J. Webber (FM Communications) and she will prepare a notice to educate the university community on this issue.</p>		
<p><b>3.4 Fire Marshall and Wardens for Central Services Building (CSB)</b></p> <p>L. Lamrock reported that the fire wardens for CSB are as follows:</p> <p>Basement – John Cordy  1<sup>st</sup> Floor – Cliff Sutherland  2<sup>nd</sup> Floor – Katheryn Minty  3<sup>rd</sup> Floor – Peter Brown  4<sup>th</sup> Floor – Lori Lamrock  5<sup>th</sup> Floor – Carol Burke</p> <p>Fire warden training will take place later in summer.</p>		
<p><b>3.5 Location of Defibrillator in CSB</b></p> <p>L. Lamrock reported that the defibrillator has been move to the front stairwell on the 2<sup>nd</sup> floor. A notice will be sent out advising of this relocation.</p>	<p>L. Lamrock to send notice.</p>	<p>ASAP</p>
<p><b>4 New Business</b></p>		
<p><b>4.1. Approval of Work Injury Claim Process – NSGEU Local 99</b></p> <p>J. Lamb explained that this document had come about from discussion in the Labour Management committee meetings. Its intent was to provide employees with a document that outlines responsibilities and processes. Item #3 is meant to be vague, as the severity of the incident will dictate the level of investigation. It is really item #2 that is the most important, as all accidents/incidents must be reported immediately. The Committee approved this document as written.</p>	<p>L. Lamrock will advise Labour Management Committee of approval.</p>	<p>ASAP</p>
<p><b>4.2 Change of EHS Committees at Dalhousie</b></p> <p>J. Aguinaga reported that there is a change in Safety Committees at Dalhousie. They are in the process of setting up a parallel committee on the Truro Campus (Truro currently has 3 Committees). J. Lamb asked if there should be someone from FM on this Committee. It was discussed and determined that as there is someone from FM on the Halifax JOSH Committee there would be someone on the Truro Committee.</p>	<p>L. Lamrock will find out who from FM sits on the current Truro Committees.</p>	<p>Next Meeting</p>

<p><b>4.3 EHS Expo</b>  J. Aguinaga reminded the Committee that the EHS Expo would be taking place on October 12, 2016, and encouraged FM to offer booths that showcase our safety initiatives of FM e.g.: FM Rescue Team.</p>		
<p><b>5 Review of Incident Statistics</b>  The Committee reviewed incident statistics. It was agreed that a Safety Observation program would help increase the number of issues being reported. Also, if individuals are not comfortable reporting the data from such a program will help us determine areas that need coaching and encouragement to do so.</p>		
<p><b>6 Adjournment</b>  The meeting was adjourned at 10:42 am.</p>		
<p><i>Next Meeting</i>  <i>The next meeting is scheduled for Monday, August 22, 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>		