

Facilities Management Environmental Health and Safety Committee

Meeting Minutes

Tuesday, September 13, 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 Shelton, 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 1:10 pm and chaired by Chris Dafoe.		
2. Approval of Minutes Minutes of the August 22, 2016, meeting were approved with the following change: - Craig Sheldon should be Shelton		
3. Outstanding Items form Previous Meetings		
3.1 Roof Top Hazards C. Dafoe reported that he had seen the lines painted on the roof of the Tupper Link and that they look great. He also noted that now that the process of painting has begun it is evident that not as many guard rails will be needed. G. Rines reported that the rest of the buildings on Carleton Campus were scheduled to be painted this weekend. C. Dafoe commented that now that the markings and barricades are in place we need develop guidelines. G. Rines responded that the documents related to this initiative are in the process of being developed and will be shared in the near future.	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"> - T. Morine provided an overview of the process that he has been using for entering Safety Observations into FAMIS. The Committee agreed that this was a process that would work and a good use of FAMIS. L. Lamrock will expand testing of the procedure to a couple of other groups to make sure that any bugs are worked out before rolling it out to the Department. <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 Weight of Garbage Bags</p> <p>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>3.4 Change of EHS Committees at Dalhousie</p> <p>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>3.5 EHS Expo</p> <p>L. Lamrock reported that the EHS Expo will now take place on Wednesday, November 16, 2016. G. Rines reported that Managers would schedule the attendance of staff in shifts and that a bus would be arranged for Truro staff to attend.</p> <p>Committee members will continue to think about initiatives that FM could showcase at the Expo. i.e.: Site Specific Safety Plan, Rescue Team. Members to discuss with teams and bring ideas to next meeting.</p>	<p>Members to bring ideas for exhibits</p>	
<p>3.6 LSRI VALID Lab – Head Injury – Use of Hard Hats by Internal Trades</p> <p>G. Rines reported that a subcommittee regarding use of hard hats by FM internal trades had not been struck, but that he done some research on the regulations and requirements regarding the use of hard hats. He distributed a document entitled Discussion on Head Protection Requirements for discussion.</p> <p>The Committee discussed this issue and agreed that a Hard Hat Use Policy should be developed. G. Rines will have Mike de la Ronde draft a policy.</p> <p>I. Wagschal suggested that a site specific hazard assessment may determine if a hard hat is needed or not.</p> <p>J. Lamb suggested that we may also consider the color of hard hats as part of the policy.</p>	<p>G. Rines will have policy drafted</p>	<p>Next meeting</p>
<p>4 New Business</p>		
<p>4.1. FOIPOP Request for Asbestos Related Information</p> <p>I. Wagschal reported that Dalhousie had recently received a Freedom of Information Request for University asbestos related information. This information is not readily available as the Asbestos Module is not up and running.</p>	<p>L. Lamrock will ask J. Aguinaga what status of this module is.</p>	<p>Next Meeting</p>

<p>5 Review of Incident Statistics</p> <p>The Committee reviewed incident statistics. L. Lamrock reported that adding the “Follow Up” column to the incident report summary was helpful for keeping track of corrective actions and confirming that they had been carried out. The Committee discussed and agreed that it would also be helpful if more detail could be provided regarding the details of the incident. L. Lamrock will bring this information to future meetings so that it is available if needed.</p>	<p>L. Lamrock to bring detailed info. regarding incidents to future meetings.</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, October 11, 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>		