

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday February 17, 2021, 1 pm
Microsoft Teams Virtual Meeting**

In Attendance:

Chaired By: Matthew Barrett

Co-Chair: Steve Senechal

Worker Reps: William Syroid, Andy Alger, Viet Tran, Jesse Bambrick

Management Reps: Gord Meacher, Michael McLean, Pierre Bartkowiak

Recorder: Llynwen Osborne

Absent: Rob Dusharm

Unfinished Business

- 15.11** The current confined space inventory is out of date and some sites are not signed. Committee requested an updated list of confined spaces from EH&S. The list of buildings has been identified and a consultant will complete the assessment.
UPDATE: Three quotes have been received and will be reviewed next week.
Assigned to: Steve Senechal
- 16.10** A committee member raised a concern about a call-in for a fumehood alarm at Ellis Hall where shutdown protocols were not followed by ERC or PPS. A Fume Hood Duct/Damper Maintenance Procedure has been created. Shop meetings to be scheduled to review the new SOP.
UPDATE: Final copy of the SOP was released to PPS for implementation.
Assigned to: Steve Senechal
- 18.04** Not all PPS vans are equipped with First Aid kits. Stickers are available in stores. Newly purchased vans have been equipped with vehicle motion alarms. Vans should also be equipped with fire extinguishers. Supplier identified to keep kits stocked.
UPDATE: Stickers for first aid kits have been distributed to the Area Managers. Refrigeration, elevator and custodial vans are being equipped with fire extinguishers and first aid kits.
Ongoing.
Assigned to: Matthew Barrett
- 19.01** PPS and EH&S have been working with a third party consultant to complete additional roof top modelling for buildings with fumehood systems. Contractor assessed roof tops and provided a draft report. Report is being reviewed. Signs and maps are being developed.
UPDATE: See agenda item 16.10. The Roof Top SOP has been released to PPS for implementation. Signs have been received at Fix-it and are being installed.
Assigned to: Steve Senechal

- 19.03** A committee member raised the concern that custodial staff should wear safety boots when performing some of their work (ie. moving furniture, setting up exam tables, etc.). Custodial staff have been advised by management to purchase safety boots.
UPDATE: Some staff have already purchased boots. 50% compliant. Stalled due to COVID stay-at-home order which has now been lifted. April deadline implemented. Ongoing.
Assigned to: Rob Dusharm
- 19.06** A great deal of custodial equipment is being stored in mechanical rooms. A work order was generated to have mech rooms cleared. Mech/elec rooms locks to be keyed differently to ensure access is limited to trades staff.
UPDATE: Bunzl-Morgan Scott is in the process of reviewing broken custodial equipment for removal from these spaces. Improving but more work needs to be done. The re-keying of mech and elec rooms is in progress. Progress delayed by COVID. Ongoing.
Assigned to: Rob Dusharm
- 19.09** A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled.
UPDATE: On hold due to COVID-19. Committee member to follow up with Custodial Services Director to schedule this training in small groups. A new quote will need to be requested.
Assigned to: Michael McLean
- 20.01** Concern raised again regarding falling snow off of the roofs of Gordon Hall and Douglas Library (formerly agenda item 16.11).
UPDATE: Installation is complete. Quotes received for electrical heat tracing to be added due to ice buildup on the eaves. Barricades have been erected again until it's verified that the guards are working properly.
Assigned to: Matthew Barrett
- 20.06** Committee agreed that the Health & Safety Observation Form and process needs to be reviewed. Recommendation sent to management to amend the form to include a timeline for response.
UPDATE: EH&S is creating a Queen's wide process that uses online reporting and emphasizes the Internal Responsibility Process. The current Health & Safety Observation process will be used until a new process has been implemented. With the Roof Top access SOP completed, the hazard reporting process will now be reviewed. Ongoing.
Assigned to: Jesse Bambrick
- 20.10** Committee member raised concern that Pinchin Environmental classified the pool pit in the ARC as not a confined space. The committee discussed the space and feels it meets the criteria for a confined space and has requested a second opinion.
Update: A third party consultant confirmed that while it is not a confined space it does require an entry plan. An SOP is being developed and a draft will be shared with the committee. Ongoing.
Assigned to: Gord Meacher

20.13 A committee member raised a concern that the trades and custodial groups are not all aware of how to access the SDS and Asbestos inventory databases.

Update: Link provided for the SDS database and will be loaded onto PPS tablets for quick access. Log-in information for the HMIS system will be requested from EH&S so asbestos inventories can also be accessed.

Assigned to: Steve Senechal

20.14 Committee member raised a concern that plumbed-in eyewash stations aren't being inspected properly. These units are being tagged as passing even when they're blocked and not accessible for use. Management to follow up with the trades helpers to ensure appropriate action is taken when eyewash stations are blocked.

Update: Investigating changing from plumbed eye wash stations to stand alone stations.

Assigned to: Gord Meacher

New Business

- None received.

REGULAR REPORTS

Accident Reports

- None received.

Joint Health & Safety Committee

- The PPS Joint Health & Safety Committee will continue to meet monthly during the pandemic using Microsoft Teams.
- Review of new covid-19 related information, procedures or protocols, updates on how operations are going with new COVID-19 measure in place, and discussion of any concerns raised with members of the committee.

Training: To be determined

Building Inspections

Area 1: in progress

Area 2: in progress

Area 3: in progress

Area 4: Gordon-Brockington

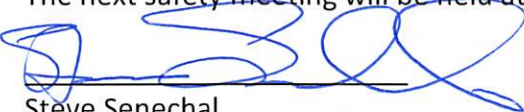
Lost Time Injury Status

Days Free of Lost Time Injuries: 63 days as of February 17, 2021.

(Last Lost Time Injury: December 16, 2020)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday March 17, 2021**, Microsoft Teams,


Steve Senechal
Chair


Matthew Barrett
Co-Chair

Copies to:

Jesse Bambrick
Steve Senechal
Matthew Barrett
Gord Meacher
William Syroid
Viet Tran
Andy Alger
Rob Dusharm

Pierre Bartkowiak

Michael McLean

Distribution List:

FIXIT

John Witjes

Larry Pattison

Don Conners

Samuel Whyte

Matthew Rhymer

Henry Soriba

Brendan Bilow

Donna Stover

John Korince

Notice Boards:

Office staff

Area 1, 4, 5 & 8 shops

Area 2 shop

Area 3 shop

Area 4 – West shop

Lock Shop

Grounds shop

Environmental Health &

Safety

CHP

Parking