PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday January 20, 2021, 1 pm
Microsoft Teams Virtual Meeting

In Attendance:
Chaired By: Steve Senechal
Co-Chair: Matthew Barrett
Worker Reps: William Syroid, Andy Alger, Viet Tran, Jesse Bambrick
Management Reps: Gord Meacher, Pierre Bartkowiak, Michael McLean, Rob Dusharm
Recorder: Llynwen Osborne
Absent:

Unfinished Business

15.11 The current confined space inventory is out of date and some sites are not signed. Committee is requesting an updated list of confined spaces from EH&S to reflect buildings and spaces that have been added since the original audit (ie. Mitchell, Brant, Smith, etc). The list of buildings has been identified and a request for quote has been issued to retain a consultant to complete the assessment.
UPDATE: Proposals have been received and are being reviewed.
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: EH&S is finalizing the SOP and will issue it to the committee to review before the new year.
Assigned to: Steve Senechal

18.04 Not all PPS vans are equipped with First Aid kits. The vans with First Aid kits need the kits refreshed. Stickers are available in stores. Newly purchased vans have been equipped with vehicle alarms. Vans should also be equipped with fire extinguishers. Inventory of first aid kits has been completed. 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 provided a draft report. Report is being reviewed. Signs and maps are being developed.
UPDATE: See agenda item 16.10. Signs have been received at Fix-it and are being installed.
Assigned to: Steve Senechal

19.03 A committee member raised the concern that some of the work performed by custodial staff should require that they wear safety shoes/boots (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. Deadline has been extended due to COVID stay-at-home order. Ongoing.
Assigned to: Rob Dusharm

19.06 A committee member observed that there is a great deal of custodial equipment being stored in mechanical rooms. Work order was generated to have mech rooms cleared. Investigating changing locks to mech/elec rooms. This issue continues to be a problem and requires follow up with Custodial Services.
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 Agenda item 16.11 to be reviewed by committee: Concern raised regarding the traffic cones set up to act as a barricade to protect pedestrians from falling snow off of the roofs of Gordon Hall and Douglas Library. Management is investigating the installation of guard devices. As modifications haven’t been made to the roofs this year a hard barrier has been put in place to protect pedestrians. Quote received for snow guard and cleats. Work to take place this summer.
UPDATE: Work is complete. Electrical heat tracing is being added due to ice build up on the eaves. Barricades have been erected to ensure the guards are working properly.
Assigned to: Matthew Barrett

20.06 Committee agreed the Health & Safety Observation Form needs to be reviewed and revised. A process also needs to be developed for reporting health and safety observations. Form to include a response time deadline of 10 business days. Recommendation sent to management to amend the form to include a timeline for response.
UPDATE: Management has responded that EH&S intends to create a Queen’s wide process that uses online reporting and emphasizes the Internal Responsibility Process. The committee is in support of this direction. Update on the status of this process will be provided at the December meeting. The current Health & Safety Observation process will be used until a new process has been implemented. 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 am confined space: it’s a pit, body of water is controlled by a single valve and variety of conditions could contribute to atmospheric hazards/poor ventilation. The committee requests a second opinion.

**Update:** The pool pit has been reassessed and the 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.

**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:** Investigation of feasibility of changing from plumbed eye wash stations to stand alone stations.

**Assigned to:** Gord Meacher

**REGULAR REPORTS**

**Accident Reports**

The employee stated that he was involved in a car accident while off campus to fuel the work van. This occurred on Thursday, December 17, 2020. Pain was not apparent immediately following. Symptoms started to appear on Friday, December 18 in his neck and then symptoms in his back was on Monday, December 21, when the pain intensified. Queen's insurance was notified as well as Kingston Police.

Kingston Police report #20--38304. The employee managed limitations based on the Form 8.

**Lost Time:** No

**Recommendation:**

**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: 18, 78, 82, 84, 98, 100, 102, 144, 146 Barrie Street (houses)
Area 4: in progress

Lost Time Injury Status
Days Free of Lost Time Injuries: 35 days as of January 20, 2021
(Last Lost Time Injury: December 16, 2020)

Next Meeting:
The next safety meeting will be held at 1 pm on Wednesday February 17, 2021, Microsoft Teams.

Steve Senechal
Chair

Pierre Bartkowiak
Michael McLean
Henry Soriba
Brendan Bilow

Distribution List:
FIXIT
John Witjes
Don Conners
Donna Stover

Notice Boards:
Larry Pattison
Area 1, 4, 5 & 8 shops
John Korince
Area 2 shop

Area 4 - West shop
Samuel Whyte
Area 3 shop
Matthew Rhymer

Lock Shop
Parking

Grounds shop
Environmental Health & Safety

Elephant Camp, Phenomenal 2021