

Facilities Services
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Tuesday April 27, 2021, 10 - 11 am
Microsoft Teams Virtual Meeting

In Attendance:

Chaired By: Matthew Barrett

Co-Chair: Steve Senechal

Worker Reps: Viet Tran, Jesse Bambrick, William Syroid

Management Reps: Gord Meacher, Rob Dusharm

Recorder: Llynwen Osborne

Absent: Michael, McLean

Guest: Larry Pattison, Director Engineering & Operations

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- 15.11** The current confined space inventory is out of date and some sites are not signed.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. Ongoing. Related to agenda item 20.10. ARC pool pit to be added to the list of spaces to be 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: Final copy of the SOP was released to Facilities Services for implementation. Management to follow up.
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: Refrigeration, elevator and custodial vans are being equipped with fire extinguishers and first aid kits. Ongoing.
Assigned to: Matthew Barrett
- 19.01** FS 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 Facilities Services for implementation. Signs have been received at Fix-it and are being installed. Ongoing.
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 in effect until mid-May. 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 Chernoff Hall (formerly agenda item 16.11).
UPDATE: Slide guard installation is complete. Contractor to install electrical heat tracing at Gordon Hall. Ongoing.
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. EH&S has provided a project plan for a campus wide hazard reporting process for review by campus JH&S committees. The new system will rely on online reporting and will emphasize the Internal Responsibility Process.
UPDATE: Hazard Reporting SOP-Incidents-02 was issued to the committee for review and comment. The committee approved the EH&S SOP. 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 entry plan SOP was distributed to the committee for review and comment. 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 HMIS Asbestos inventory databases.
Update: Links for the SDS database and HMIS asbestos inventory to be emailed to all staff with instructions on how to bookmark their tablets for quick access. Ongoing.
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. The committee suggested that the SOP-LAB-03 Emergency Eyewash Stations & Safety Showers be reviewed with the Trades Helpers.
Update: EH&S has provided a draft checklist to assist with the inspections which has been distributed for comment. Ongoing.
Assigned to: Gord Meacher

21.01 Committee member brought it to the attention of the committee that there isn't a refrigerant leak detector in the ARC, room B785. This room houses 3 condenser units and a Dextron refrigeration unit.
Update: Alarms have been installed to detect refrigerant leaks.
Assigned to: Gord Meacher

New Business

- None received.

REGULAR REPORTS

Accident Reports

March 23, 2021, Employee reported that while lifting pail of water to dump into sink she did not lift properly. She reports feeling a pull in back and it tightened up. She now reports pain in her lower back.
Lost Time: Yes
Recommendation: The employee's manager reviewed safe lifting practices with the employee.

Joint Health & Safety Committee

- 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.
- The committee is seeking two CUPE 229 worker members to join the committee.
- Environmental Health & Safety issued SOP-Incidents-02 to campus JH&S committees for review and comment by May 1.

Training:

Cross-Connection (Blackflow Preventer) training to be scheduled.

Building Inspections

Area 1: Stirling, Watson

Area 2: Dupuis Hall, McGillvray-Brown

Area 3: in progress

Area 4: Adelaide, Ban Righ, Substation

Lost Time Injury Status

Days Free of Lost Time Injuries: 35 days as of April 2, 2021.

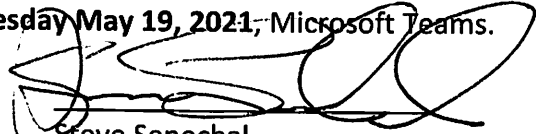
(Last Lost Time Injury: March 23, 2021)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday May 19, 2021**, Microsoft Teams.



Matthew Barrett
Chair



Steve Senechal
Co-Chair

Distributed to:

JH&S Committee Members
Facilities Services Staff
Departmental Safety Boards
Central Heating Plant
Environmental Health & Safety