

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday May 20, 2020 1:00 pm
Microsoft Teams Virtual Meeting**

In Attendance:

Chaired By: Steve Senechal

Co-Chair: Matthew Barrett

Worker Reps: Jesse Bambrick, Andy Alger, William Syroid, Barrie Carson

Management Reps: Gord Meacher, Rob Dusharm

Recorder: Llynwen Osborne

Absent: Andrew Richmond

Unfinished Business

- 15.02** Eye wash stations installed at water treatment stations in Area 1, 2 and 3. Saline replacement cartridges are available in Stores. An inspection process and schedule has been created to ensure the stations maintained.
UPDATE: Area 4 has space constraints and has asked for recommendations for alternative eye wash station. Committee agreed single use eye wash bottles could be used as long as they have seals on them and are inspected for replacement regularly.
Assigned to: Matthew Barrett
- 15.11** The current confined space inventory is out of date and some sites are not signed.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). EH&S has compiled a list of buildings to be audited by an outside contractor.
UPDATE: Audit in progress by Pinchin Environmental.
Assigned to: Steve Senechal
- 16.02** Fire extinguisher deficiencies were identified during monthly inspections. Deficient fire extinguishers are being replaced in all areas. All extinguishers will be barcoded for future tracking. Area 3 installations are complete. Area 4 and CHP are to be addressed next. Deficient extinguishers identified during JH&S inspections are to be reported to EH&S.
UPDATE: Ongoing.
Assigned to: Gord Meacher
- 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.**
A draft roof top sign along with supporting documentation was presented to the committee by Director, Environmental Health & Safety and Director, Physical Plant Services (see 19.01).
UPDATE:

Assigned to: Steve Senechal

- 18.03** Committee member inquired about the PPS standard operating procedure A.6 Equipment Lockout & Tag Procedures revised and issued in August 2017. Follow up is being requested:
- “Appendix A-Monitoring” to ensure a formal monitoring procedure is implemented.
 - A procedure developed for seasonal locks versus personal locks and included in the SOP (ie. Different coloured tags). SOP revised and to be issued to staff.
- The SOP has been updated to address monitoring and seasonal lockout tags. Updates were approved by the PPS JH&S committee. The revised SOP is to be distributed and reviewed with area shops. Refresher Lockout & Tag Out training to be provided to all trades staff.
- UPDATE:** Area Managers to review revised SOP with trades shops.
- Assigned to:** Gord Meacher
- 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:** 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. See agenda item 16.10
- UPDATE:** Ongoing.
- 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:** Ongoing.
- Assigned to:** Steve Senechal
- 19.04** Draft fumehood SOP for Chernoff Hall filter changes was issued to the PPS JH&S committee for review and has been approved. It was also noted that the Mitchell Hall heat recovery system doesn't have a railing making it unsafe to access. Recommendation made to revise SOP to include all buildings with heat recovery systems.
- UPDATE:** Ongoing.
- Assigned to:** Steve Senechal
- 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:** Ongoing.
- Assigned to:** Matthew Barrett

- 19.09** A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled. Quote received. Sessions to be planned for March.
UPDATE: On hold due to COVID-19.
Assigned to: Andrew Richmond
- 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.
UPDATE: Quote received for snow guard and cleats. Work to take place this summer.
Assigned to: Matthew Barrett
- 20.02** Gas heating appliances in some of the houses, MacGillvray-Brown, Stauffer Library, need to be checked for working CO alarms/detectors.
UPDATE: Ongoing
Assigned to: Gord Meacher
- 20.03** Agenda item 19.07 to be reviewed by the committee as it is still unresolved. The trades need lift equipment or a truck with a lift to assist with moving heavy machinery (ie. heat pumps).
UPDATE: Ongoing
Assigned to: Gord Meacher
- 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.
UPDATE: Form to include a response time deadline of 10 business days.
Assigned to: Jesse Bambrick

NEW BUSINESS

None received.

REGULAR REPORTS

Accident Reports

February 18, 2020, Employee stated she was walking down the main stairwell in Walter Light Hall and rolled her ankle. The injury resulted in the employee being in a working boot.

Lost Time: Yes (February 19 to 24)

Recommendations:

February 27, 2020, Employee stated that he was lifting a heat pump (approximately 150 lbs) up from a movable cart and into his service van. He felt a sharp pain in his left shoulder which has progressed into a continual throbbing and discomfort when arm is moved.

Lost Time: No

Recommendations: Review safe lifting procedures. Ask for help. Provide lift equipment for Refrigeration team.

March 2, 2020, Employee stated that she was pushing a carpet extractor down the hall to refill water. The hose struck a vending machine which pulled the heavy metal wand out of its holder and hit her on the face and forehead. This resulted in her glasses being broken.

Lost Time: No

Recommendations:

March 11, 2020, Employee stated he was reaching to clean the front windows of a building when his shoulder dislocated. He reports his shoulder may have dislocated due to a previous injury.

Lost Time: Yes

Recommendations:

Joint Health & Safety Committee

- Committee meetings being conducted remotely in response to COVID-19.

TRAINING

Health & Safety Awareness

Training Link:

Health & Safety Awareness training is available on Moodle. To access Moodle you will need a computing user id. If you do not have one, please contact either your supervisor or Departmental Computing Representative.

To access the course go to http://www.safety.queensu.ca/courses/onq_inst.htm

First Aid & CPR

The next First Aid & CPR course will be:

- To be determined.

WHMIS

The next full WHMIS course dates will be:

- To be determined.

WHMIS Annual Refresher

Training Link:

http://www.safety.queensu.ca/courses/onq_inst.htm

NOTE: You MUST have completed a full Queen's WHMIS course after January 1, 2000 to be eligible to complete the annual refresher.

Workplace Inspections

- Area 1 – in progress
- Area 2 – in progress
- Area 3 – in progress
- Area 4 – Adelaide, Ban Righ

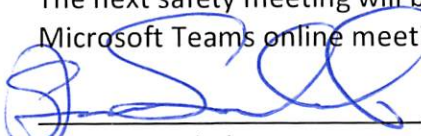
REMINDER: Completed workplace inspection reports are to be submitted for central filing.

Days Free of Lost Time Injuries: 69 days as of May 20, 2020.

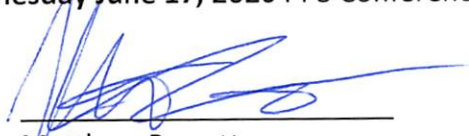
(Last Lost Time Injury: March 12, 2020)

Next Meeting:

The next safety meeting will be held at 13:00 hrs on **Wednesday June 17, 2020** PPS Conference Room, Microsoft Teams online meeting.



Steve Senechal
Chair



Matthew Barrett
Co-Chair

Copies to:

Jesse Bambrick
Steve Senechal
Matthew Barrett
Gord Meacher
William Syroid
Barrie Carson
Andrew Richmond
Andy Alger

Rob Dusharm

Distribution List:

FIXIT
John Witjes
Larry Pattison
Don Conners
Samuel Whyte
David Clark
Pierre Bartkowiak

Matthew Rhymer

Michael MacLean

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