

Facilities
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday May 19, 2020, 1 pm
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- 15.11** The current confined space inventory is out of date and some sites are not signed.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 for implementation and has been sent out to all trades staff for review. **Completed.**
Assigned to: Steve Senechal
- 18.04** Not all Facilities 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: Fire extinguishers and first aid kits have been ordered and are expected to be in stock on May 20, 2021. These items will be distributed to the refrigeration, elevator and custodial vans. Ongoing.
Assigned to: Matthew Barrett
- 19.01** Facilities 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 continue to be installed where needed. 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: The majority of custodial staff have purchased safety boots. A memo has been issued to all custodians and posted. **Completed.**

Assigned to: Rob Dusharm

19.09 A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled.

UPDATE: Asbestos Awareness training is being discussed with EH&S.

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: EH&S has completed the new Hazard Reporting SOP-Incidents-02 and will be releasing the new procedures to the campus. **Completed.**

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

New Business

21.02 The Department of Biomedical & Molecular Sciences reported an incident where a custodian mistakenly removed and disposed of biohazardous waste from a lab in Botterell Hall. Custodial services to follow up with additional training and has requested Environmental Health & Safety provide colour-coded containers in labs to assist with distinguishing between non-hazardous solid waste and hazardous/biohazardous waste.

Assigned to: Michael McLean

REGULAR REPORTS

Accident Reports

March 12, 2021, Employer is not aware of a specific start date. Worker advised of an allergy to mold. Human Resources, Return to Work was contacted to work on an accommodation. Employer performed air quality testing Jan.25, 2021, found area to be well within appropriate levels.

Lost Time: No

Recommendation: None

April 9, 2021, Worker reported that she bent over while cleaning a base of toilet. She turned and felt a pinch in lower back. Shelli had 1 lost day from work, April 12, returned on April 13th. She had first aid at home, cold pack and tensor.

Lost Time: Yes

Recommendation: Muscatel skeletal injury prevention training for all Facilities staff.

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 Ladder Safety Guidelines, SOP-Safety-20 Fall Protection and SOP-Safety-15 Ladder Safety to the campus for review during Fall Awareness Week May 3-7, 2021. Posted on all departmental safety boards.
- All trades staff asked to review SOP-Safety-17 Fume Hood Duct/Damper Maintenance Procedure

Training:

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

Building Inspections

Area 1: in progress

Area 2: McGillvray-Brown, Duncan McArthur, Richardson Stadium, West Campus Chiller

Area 3: in progress

Area 4: Leggett Hall, Watts Hall

Lost Time Injury Status

Days Free of Lost Time Injuries: 37 days as of May 19, 2021.

(Last Lost Time Injury: April 12, 2021)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday June 16, 2021**, Microsoft Teams.

Steve Senechal
Chair

Matthew Barrett
Co-Chair

Distributed to:

JH&S Committee Members

Facilities Services Staff

Departmental Safety Boards

Central Heating Plant

Environmental Health & Safety