PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday December 16, 2020 1:00 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, Pierre Bartkowiak, Michael McLean
Recorder: Llynwen Osborne
Absent: Cindy Gilpin, Rob Dusharm
Guests: Larry Pattison, Director Engineering & Operations

Larry Pattison, Director, Engineering & Operations attended the meeting to provide agenda updates.

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15.11 The current confined space inventory is out of date and some sites are not signed.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: Pricing is being received.
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: PPS vans have been re-audited and vans without extinguishers and first aid kits have been identified and will be equipped with these items. 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 to January. 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. 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:** Cindy Gilpin

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 underway to install the roof guards but may not be complete until next year. Barricades will be erected this week 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. 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: 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

20.12 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. Committee raised concern that custodial staff do not have access to computers to view COVID updates on the Queen's website. Custodial Management to discuss issuing memos to staff when there are updates. 
**Update:** A paper screening process has been implemented for staff that do not have access to an online platform. Complete.  
**Assigned to:** Michael McLean

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

**New Business**

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.  
**Assigned to:** Gord Meacher

**REGULAR REPORTS**

**Accident Reports**

- The employee stated that he was cutting plywood on a table saw in carpenter shop at around 2 pm, then proceeded to put it in his van. At 2:30 pm he felt irritation in his eyes and proceeded to use the eye wash to flush out eyes for 15 minutes. He then finished the work day with still some irritation and proceeded to Hotel Dieu Hospital at 4:30 pm. Dr. Szulwaski treated his eyes. They injected dye to find out he had numerous abrasions on his eyes but no foreign objects. He was told to take the next day off work (Nov 27) and that he would be referring him to an eye doctor. *See section K.*  
**Lost Time:** Yes  
**Recommendation:** Was the employee wearing appropriate PPE?
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
- Fork Lift Training, Tuesday December 15 and Wednesday December 16

Building Inspections
Area 1: Ongoing
Area 2: Dupuis Hall, Mitchell Hall, Waste Transfer Station
Area 3: Biosciences/Earl Hall, Botterell Hall, Cancer Research, Carruthers, Cataraqui Building, Central Heating Plant, Etherington Hall, Haynes Hall, Kathleen Ryan, Louise D. Acton,
Area 4: Chown Hall, David C. Smith, Donald Gordon Centre, Gordon-Brockington Area 4 Shop, Jean Royce Hall Phase 1 & 2, JDUC, Queen’s Substation, University Club,

Lost Time Injury Status
Days Free of Lost Time Injuries: 19 days as of December 16, 2020
(Last Lost Time Injury: November 27, 2020)

Next Meeting:
The next safety meeting will be held at 1 pm on Wednesday January 20, 2021, Microsoft Teams.

Matthew Barrett
Chair

Steve Senechal
Co-Chair

Copies to:
Jesse Bambrick
Steve Senechal
Matthew Barrett
Gord Meacher
William Syroid
Viet Tran
Cindy Gilpin
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