

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday July 15, 2020 1:00 pm
Microsoft Teams Virtual Meeting**

In Attendance:

Chaired By: Steve Senechal

Co-Chair: Matthew Barrett

Worker Reps: Barrie Carson, Andy Alger, William Syroid

Management Reps: Rob Dusharm, Gord Meacher

Recorder: Llynwen Osborne

Absent: Andy Alger, Jesse Bambrick

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- 15.11** The current confined space inventory is out of date and some sites are not signed.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). EH&S has compiled a list of buildings to be audited by an outside contractor.
UPDATE: Audit in progress by Pinchin Environmental. Follow up required.
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. Follow up required.
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: Committee provided comments on signs and SOP. Ongoing.
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 training completed on June 23, 24, 25 & 29.

UPDATE: Areas 2, 3, 4 completed. Waiting for SOP forms for Areas 1, 5 and 8. Follow up required.

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: All PPS vans have been equipped with first aid kits and fire extinguishers and will be inspected monthly. Follow up required with CHP, Area 1, 5 and 8. 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: Roof access signs have been purchased and are being installed where needed.

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: Investigating having a supplier on campus to provide options to the custodial staff.

Assigned to: Rob Dusharm

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: Bunzl-Morgan Scott is in the process of reviewing broken custodial equipment for removal from these spaces. More work needs to be done. 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. A new quote will need to be requested.

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. Quote received for snow guard and cleats. Work to take place this summer.
UPDATE: A site meeting has been scheduled with the contractor to schedule the installation.
Assigned to: Matthew Barrett
- 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: Pending approval of quote. 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. 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 this process is under review and has placed a hold on updating the Health & Safety Observation Form with a reporting timeline.
Assigned to: Jesse Bambrick

NEW BUSINESS

- 20.07** A committee member raised a concern that custodial staff don't have access to MSDS sheets for the new chemicals. Some of these chemicals contain acids and other harmful ingredients.
Assigned to: Rob Dusharm
- 20.08** A concern was brought to the committee that proper training and Standard Operating Procedures are needed for the Ozone machines. Some staff appear to be adding chemicals to the solution and aren't wearing appropriate PPE.
Assigned to: Rob Dusharm
- 20.09** Guidelines are needed for handling maintenance and repairs in residence buildings once the students return to campus in September. Specifically, with regards to international students who will be required to quarantine for two weeks.
Assigned to: Andrew Richmond

REGULAR REPORTS

Accident Reports

- None received.

Joint Health & Safety Committee

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

Training

- CFAA online training course through Health & Safety Management College for the electricians

Workplace Inspections

- Area 1 – in progress
- Area 2 – in progress
- Area 3 – in progress
- Area 4 – Leggett Hall

Lost Time Injury Status

Days Free of Lost Time Injuries: 117 days as of July 15, 2020

(Last Lost Time Injury: March 12, 2020)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday August 19, 2020**, Microsoft Teams.

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