

Facilities Services
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Tuesday March 23, 2021, 11 am - 12 pm
Microsoft Teams Virtual Meeting

In Attendance:

Chaired By: Steve Senechal

Co-Chair: Matthew Barrett

Worker Reps: Viet Tran, Jesse Bambrick

Management Reps: Gord Meacher, Michael McLean, (Pierre Bartkowiak, Non-voting)

Recorder: Llynwen Osborne

Absent: Rob Dusharm, William Syroid

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- 15.11** The current confined space inventory is out of date and some sites are not signed.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: Stickers for first aid kits have been distributed to the Area Managers. 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.

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 order which has now been lifted. April deadline implemented. Ongoing.

Assigned to: Rob Dusharm

19.06 A great deal of custodial equipment is being stored in mechanical rooms. A work order was generated to have mech rooms cleared. Mech/elec rooms locks to be keyed differently to ensure access is limited to trades staff.

UPDATE: Progress has been made and a process identified for continual improvement. Completed.

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.

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.

UPDATE: 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. The current Health & Safety Observation process will be used until a new process has been implemented. 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 is being developed and a draft will be shared with the committee. The committee recommends that this space be added to the confined space inventory to be completed by a consultant (15.11) 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 Asbestos inventory databases.

Update: Link provided for the SDS database and will be loaded onto Facilities Services tablets for quick access. Log-in information for the HMIS system will be requested from EH&S so asbestos inventories can also be accessed. 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.

Update: The committee suggested that the SOP-LAB-03 Emergency Eyewash Stations & Safety Showers be reviewed with the Trades Helpers. EH&S to provide a checklist to assist with the inspections. Ongoing.

Assigned to: Gord Meacher

New Business

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.

Assigned to: Gord Meacher

REGULAR REPORTS

Accident Reports

February 18, 2021, Employee stated he slipped on snow covered stairs while exiting a building. The employee later reported the incident resulted in multiple heel fractures that will require surgery and a 6-8 week recovery period.

Lost Time: Yes

Action Taken: Grounds Manager followed up with snow clearing contractor and the awning has been removed to help eliminate water dripping onto the steps.

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 thanks Andy Alger for his time and contributions to the Facilities Services JH&S Committee over the past 13 months. The committee also congratulates Pierre Bartkowiak on his new position with the City of Kingston and thanks him for his service on the Facilities Services JH&S committee.
- The committee is seeking two CUPE 229 worker members to join the committee.
- Environmental Health & Safety issued a safety bulletin outlining the safe procedures for glove removal posted on departmental safety boards).

Training: To be determined

Building Inspections

Area 1: in progress

Area 2: in progress

Area 3: in progress

Area 4: McNeil and Morris Hall

Lost Time Injury Status

Days Free of Lost Time Injuries: 33 days as of February 18, 2021.

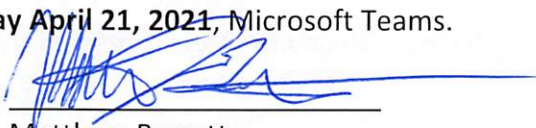
(Last Lost Time Injury: February 18, 2021)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday April 21, 2021**, Microsoft Teams.



Steve Senechal
Chair



Matthew Barrett
Co-Chair

Distributed to:

JH&S Committee Members

Facilities Services Staff

Departmental Safety Boards

Environmental Health & Safety