

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday February 26, 2020 1:00 pm
Biosciences Complex, Custodial Services Meeting Room**

In Attendance:

Chaired By: Matthew Barrett

Co-Chair: Steve Senechal

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

Management Reps: Gord Meacher, Rob Dusharm

Recorder: Llynwen Osborne

Absent: Andrew Richmond

ACTION BY:

Unfinished Business

15.02 Eye wash stations installed at water treatment stations in Area 1, 2 and 3. Area 4 stations to be ordered. Saline replacement cartridges are available in Stores. An inspection process and schedule has been created to ensure the stations maintained. Ongoing. M.B.

15.11 The current confined space inventory is out of date and some sites are not signed.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. Ongoing. S.S

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. Ongoing. G.M.

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). A policy and procedure for accessing roofs where fumehoods are present will be developed separately. Signs have been made and will be installed on roof access doors as part of the Roof Access SOP. Committee to review the SOP and provide comments. S.S.

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. G.M.

- 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. M.B.
- 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 Ongoing. S.S.
- 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. Ongoing. S.S.
- 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. Ongoing. S.S.
- 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. M.B.
- 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. Ongoing. A.R.
- 19.11** A committee member expressed concern over a contractor, Christmas Steel, not following proper craning practices. The work was stopped twice. Once by the Area 2 Manager and again by the committee member. Incident to be reviewed with the Director, Design & Construction. Trades are to notify their Area Manager when they observe contractors working unsafely on campus. Complete. S.S.
- 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. Ongoing. M.B.

20.02 Gas heating appliances in some of the houses, MacGillvray-Brown, Stauffer Library, need to be checked for working CO alarms/detectors. G.M.

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). Ongoing.

NEW BUSINESS

20.04 Committee member suggested that St Mary's of the Lake Hospital be added to the JH&S building inspection list. A potential safety hazard was identified in the basement. A double set of doors (3-032) open up to a 3' drop. The doors are currently unlocked. The doors have been permanently sealed and no longer pose a risk to safety. Complete.

20.05 Departmental SOPs are being revised. When the revisions are complete, should they be printed and distributed in binder form or stored electronically? The committee advised that standard operating procedures should be provided electronically to trades staff and in paper format to the custodial services group. Complete.

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.

REGULAR REPORTS

Accident Reports

January 28, 2020, Employee reported to employer that he has been seeing his health practitioner since November 2019 regarding a persistent pain through his left shoulder. The employee presented a WSIB Form 8 form on January 28, 2020 with modifications for his daily work duties for approximately 14 days. The employer is not aware of a specific task or incident that caused the injury.

Joint Health & Safety Committee

- Departmental safety boards have been audited for compliance. Missing items are being replaced.
- The PPS JH&S committee welcomes Andy Alger, Stores (worker representative) and Rob Dusharm, Custodial Services Manager (management representative).

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 – Miller-Bruce, Nicol Hall
- Area 3 – Old Medical Building, Jackson Hall, Humphrey Hall, Craine, Botterell Hall
- Area 4 – in progress

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

Days Free of Lost Time Injuries: 64 days as of February 26, 2020.

(Last Lost Time Injury: December 4, 2019)

Next Meeting:

The next safety meeting will be held at 13:00 hrs on **Wednesday May 20, 2020** PPS Conference Room, Microsoft Teams online meeting.

Matthew Barrett
Chair

Steve Senechal
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 Connors
- 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