

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday June 17, 2020 1:00 pm
Microsoft Teams Virtual Meeting**

In Attendance:

Chaired By: Gord Meacher

Co-Chair: Steve Senechal

Worker Reps: Jesse Bambrick, Andy Alger, William Syroid

Management Reps: Rob Dusharm

Recorder: Llynwen Osborne

Absent: Matthew Barrett, Barrie Carson

Unfinished Business

15.02 Eye wash stations installed at water treatment stations in Area 1, 2 and 3. Saline replacement cartridges are available in Stores. An inspection process and schedule has been created to ensure the stations maintained. Area 4 has space constraints and has asked for recommendations for alternative eye wash station. Committee agreed single use eye wash bottles could be used as long as they have seals on them and are inspected for replacement regularly.

UPDATE: Eye wash bottles have been purchased and installed in Area 4. Complete.

Assigned to: Matthew Barrett

15.11 The current confined space inventory is out of date and some sites are not signed.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

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.

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.

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 Lockout & Tag Out training to be provided to all trades staff.
- UPDATE: Areas 2, 3, 4 completed. Waiting for SOP forms for Areas 1, 5 and 8. Refresher training scheduled for June 23, 24, 25 & 29.**
- 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.**
- 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: 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: Ongoing.**
- Assigned to:** Rob Dusharm
- 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.

UPDATE: On hold due to COVID-19.

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.

UPDATE: Quote received for snow guard and cleats. Work to take place this summer.

Assigned to: Matthew Barrett

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

UPDATE: CO alarms are only required if people are sleeping in the building according to Building Code. Complete

Assigned to: Gord Meacher

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.

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.

UPDATE: Recommendation sent to management to amend the form to include a timeline for response.

Assigned to: Jesse Bambrick

NEW BUSINESS

None received.

REGULAR REPORTS

Accident Reports

May 20, 2020, Employee stated he was walking down the stairwell to retrieve items for work when something fell in his eye. He tried washing it out at an eyewash station but was unsuccessful. He then went to the hospital for treatment. They removed foreign matter from his eye and he received antibiotics for the scratch on his eye.

Lost Time: No

Recommendations:

Joint Health & Safety Committee

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

TRAINING

- Equipment Lockout & Tag Out Training: June 23, 24, 25, 29
- CFAA online training (electrician group)

Workplace Inspections

- Area 1 – in progress
- Area 2 – Douglas Library, Gordon Hall
- Area 3 – in progress
- Area 4 – Adelaide, Ban Righ

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

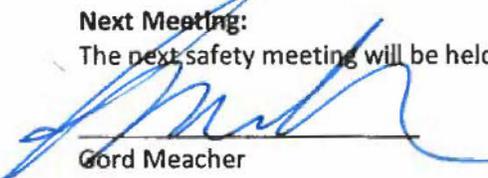
Lost Time Injury Status

Days Free of Lost Time Injuries: 89 days as of June 17, 2020

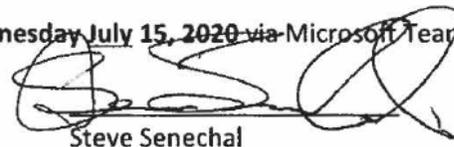
(Last Lost Time Injury: March 12, 2020)

Next Meeting:

The next safety meeting will be held at 1 pm on ~~Wednesday July 15, 2020~~ via Microsoft Teams.



Gord Meacher
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 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