

Residence Joint Health and Safety Committee Minutes November 21, 2019

Attendance: B Wowk (Co-chair), N MacKay, K Murphy, C Nelson, M Sheldrick, M Hamilton (note taker)

Absent: A Laranjeira (Co-chair), R Byrom

Review Minutes of May 16, 2019

- The minutes of May 16, 2019 were approved.

Pandemic Rooms for Residences and Community Housing

- The pandemic room is currently well stocked and continues on rotational inventory checks. These inspections will now go into a work order for tracking purposes.

Fire Extinguishers

- A. Laranjeira followed up with EH&S regarding the placement of fire extinguishers in small microwave rooms and laundry rooms and was informed that if there are fire extinguishers within close proximity of the locations, placement in the rooms is not necessary or mandated by fire code.

Committee Membership

- B Wowk welcomed K Murphy to the committee. She added that B Hole is a new manager and will be taking certification training and joining the committee in January 2020.

Review Accident/Incident Reports

- An employee took a misstep on a ladder while cleaning windows and fell. Corrective Action: review of safe ladder training.
- An employee tripped in the Lazy Scholar due to a point of sale station being moved and an electrical outlet cover placed over the area with a ½ inch raise. Corrective Action: an email was sent to Hospitality requesting that the trip hazard is properly covered at all times.
- An employee was cleaning baseboards and hit their forearm on a radiator at Ban Rich causing swelling and bruising. Corrective Action: awareness of surrounding areas.
- An employee was adjusting a roll of carpet and tweaked their lower back. Corrective Action: Once the employee returns to full duties proper lifting procedures will be reviewed with them. B Wowk is also looking into smaller lengths of carpet.
- An employee picked up a bottle of chemical cleaner not realizing the bottle had holes in it. The chemical leaked onto their hands leaving a white residue. Corrective Action: management reviewed PPE – personal protective equipment.
- An employee was cleaning a fire extinguisher box and a sliver of glass went through the cloth and glove and cut the employees finger. It is assumed the glass was from a previously broken case and noted that the metal in the boxes is starting to peel and glass can get caught within the paint. Corrective Action: employees will now wear glass gloves and vacuum the area before cleaning.
- An employee was cleaning a residence room and hit in the face by a door that was swung open by a student. Corrective Action: N MacKay reached out to the RLC asking that students be reminded that staff will be cleaning their residence rooms during move-out and to be mindful.

Building Inspections – All

- Building inspections will be reviewed at the December meeting.

Eye Wash Stations

- N MacKay stated that when the (eye wash) solution is transferred into the eye wash bottle there is no longer an expiry date. She demonstrated using a black marker or adhesive label to date the bottles. The committee agreed to use both.

Training

- Occupational Health and Safety training for supervisors is being offered on January 14th.

Updates:

- The Occupational Health and Safety Act books have been delivered and dispersed, anyone still in need of a book can contact B Wowk.
- The EH&S policy statement is now available, B Wowk will send this in an email and have paper copies available at FCC. The policy statement is to be posted on all health and safety boards.
- New first aid kits are in and N MacKay will send a text to all buildings asking that notification be sent to assistant managers if a new first aid kit is required.

Meeting Adjourned