

**Facilities Management Joint Occupational Safety Committee (FMJOHSC)**  
**Meeting Minutes**  
**December 10, 2019**

**Present:** Kevin Gerrior, Greg MacDougall, Mary MacLean, Shaun Chisholm, Vince Arsenault, Gary MacMillan, Laurie Reid

**\*\*Action Items are Underlined. Please take note of those assigned to you or the Committee, and be prepared to provide update at the next meeting.\*\***

Meeting was chaired by Kevin Gerrior. Meeting commenced at 1:00 p.m.

**APPROVAL OF AGENDA**

The agenda was approved by consensus

**APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the last meeting on June 11, 2019 were reviewed and approved by consensus

**OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

***Sharps***

10 Dec 19 – Reviewed with supervisors. Gary working with Janet to get them sent to Stericycle. Take out of draft and send to FM supervisors. CLOSED

11 Jun 19 – Procedure circulated. Internal (Supervisor's) procedure to be confirmed.

14 May 19 – Tabled to next meeting.

9 Apr 19 – Draft procedure was reviewed. Laurie to update and recirculate to the committee to get it finalized.

12 Mar 19 – Carry forward to next meeting.

12 Feb 19 – Carry forward to next meeting.

8 Jan 19 – No update; carry forward to next meeting.

20 Nov 18 – A draft procedure was distributed to the committee and reviewed. Janet to review with Security prior to finalization.

16 Oct 18 - Confirmation was requested about how to handle sharps. Vince said there was one found in residence last summer. Diabetics have a container for theirs through the pharmacy. There is also a drop-off at Bloomfield Health Centre. Janet to develop procedure and communicate to everyone who may encounter sharps.

***Alternates***

10 Dec 19 – Tuesday and Wednesday are Custodial's days off. We will try Thursdays to see if they work better. January 9<sup>th</sup> next meeting. Maintenance supervisors will alternate and do three to four months at a time.

11 Jun 19 – No update.

14 May 19 – Sylvia advised that Lanetta Rhynold will act as an Alternate.

9 Apr 19 – Kevin Gerrior talked to Sylvia to see if we can get more alternates. Kevin Latimer and Vince Arsenault are alternates for maintenance supervisors. Custodial supervisor alternate is Pierre.

12 Mar 19 - Shaun to look at alternates for members of the committee.

### **HEALTH AND SAFETY CONCERNS**

Employee express concern about RLCs taking over new room in 440 in Riley and O'Regan. Ladders can access roof. Used to be downstairs in 130, switched because it's bigger. Vince and Laurie to look at room together, then follow-up with Sandy MacIntosh. What are the issues with 130?

The back door continues to be propped open at ramp at loading dock near kitchen in Bloomfield. It was suggested that we put alarm on the door. RJ Bartlett did a study, and the door requires a panic bar. Recommendations from RJB about (life safety) egress being reviewed.

### **REVIEW OF INCIDENTS**

The incidents that took place since the last meeting were reviewed, and corrective actions were discussed.

### **UPDATE ON HEALTH AND SAFETY TRAINING**

- In the last couple of months, a considerable amount of training took place, including:
  - Fall Protection
  - Mobile Elevating Work Platform
  - Forklift
  - Elevator Evacuations
- Training for Supervisor and JOHSC members has been put off until 2020.

### **NEW BUSINESS**

Safe Winter Walking Safety Alert was reviewed by the committee. This will be sent to the campus community, once approved.

### **DATE AND TIME OF NEXT MEETING**

Next meeting is scheduled for Thursday, January 9<sup>th</sup> at 1:00 p.m. in the F.M. Boardroom.

### **ADJOURNMENT**

Meeting was adjourned at 1:55 p.m.

### **APPROVED BY:**

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Shaun Chisholm, Co-Chair

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Kevin Gerrior, Co-Chair