

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
February 12, 2019

Present: Kevin Gerrior, Jason Langley, Greg MacDougall, Gwen Muise, Shaun Chisholm, Paul Chisholm, 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 Jason Langley. Meeting commenced at 1:00 p.m.

APPROVAL OF AGENDA

The agenda was revised to change the date of the last minutes to January 8, 2019.

APPROVAL OF MINUTES FROM LAST MEETING

The minutes from the last meeting on January 8, 2019 were reviewed and approved.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Sharps

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.

Snow Removal Workers Travelling in Inclement Weather

12 Feb 19 – Carry forward to next meeting

8 Jan 19 – Janet is following up with WCB to schedule meeting.

20 Nov 18 – Janet advised that the meeting with WCB did not take place, and she reiterated that such situations are decided upon on a case-by-case basis. There are accommodations available on campus, as required for persons who have to travel.

16 Oct 18 - Gwen asked if workers who are expected to travel in inclement weather to perform snow removal are covered by WCB if they get in a vehicle accident. Janet advised that the WCB decides on such situations on a case-by-case basis. The WCB may base their decisions on compensation details. The issue was also raised for workers who are on a “call-out”. Following discussions, it was suggested that Janet follow up with the WCB Relationship to try to get a more definitive answer for the Committee.

Safety footwear in custodial assignment room

12 Feb 19 – The committee agreed that making the area a PPE-required zone is prudent. Gary to communicate to his employees and install signage in area to indicate PPE requirements. This will be done after renovations are complete in that area.

8 Jan 19 - Gary raised the issue of the requirement to wear safety shoes. The concern is employees entering the assignment room or other “non-task” areas wearing unsafe footwear. Caution should be taken to ensure rules are enforceable and consistent for everyone, as much as possible. They need to be clear, and signage should be used as required to clearly communicate rules.

HEALTH AND SAFETY CONCERNS

A floor in the Grounds lunchroom has big chunks of tiles missing and is a tripping hazard. Shaun to follow-up.

The floor in the control room of the CHP is in need of repair. Shaun to follow-up.

REVIEW OF INCIDENTS

The current incidents summaries were reviewed, and corrective actions were discussed.

REVIEW OF MONTHLY INSPECTIONS (OCA LOG)

No discussion at this meeting (new static agenda item).

UPDATE ON HEALTH AND SAFETY TRAINING

Mobile Elevating Work Platform (MEWP) training took place for some FM employees (more to be done). There will be training for FM JOHSC members in due course. There will be training for FM Supervisors in due course (possibly some online – TBD).

NEW BUSINESS

A Near Miss/Hazard/Unsafe Act and Condition Report aka "Green Card" was circulated to the committee for review. The purpose of this report/card is to act as a short form to capture these events, without necessarily filling out a full incident investigation report. If the potential severity of the reported event is medium or high, an investigation may be required. This card will be sent to supervisors to cover off in their toolbox talks, and they will be available at the Right to Know boards.

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for Tuesday, March 12th at 1:00 p.m. in the F.M. Boardroom

ADJOURNMENT

Meeting was adjourned at 1:42 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Jason Langley, Co-Chair