

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
January 8, 2019

Present: Kevin Gerrior, Jason Langley, Greg MacDougall, Gwen Muise, Darlene Campbell, Shaun Chisholm, Paul Chisholm, Gary MacMillan, Laurie Reid, Janet Beaton

****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 Shaun Chisholm. Meeting commenced at 1:00 p.m.

APPROVAL OF AGENDA

The agenda was reviewed and approved.

APPROVAL OF MINUTES FROM LAST MEETING

The minutes from the last meeting on November 20, 2018 were reviewed and approved.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Sharps

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

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.

Draft Portable Ladder Safe Work Practice

8 Jan 19 – This SWP will be added to the inventory of FMSWPs and will be reviewed with all affected employees in due course. CLOSED.

20 Nov 18 – The SWP was discussed, and there were some questions asked about having tools and/or supplies in hand while climbing ladders. Three points of contact are required when climbing ladders, so another method of carrying items must be developed and/or utilized. There was also some concern expressed about the requirement for a clean area and clean boots. Boots and ladder steps should be as clean as possible to avoid slippage and the area around the ladder should be free from debris to help prevent trips and falls. Laurie will update the SWP to clarify these points, and then circulate it to the committee for further review.

16 Oct 18 - A draft safe work practice for portable ladder use was distributed to the Committee, and they were asked to review it themselves and with other employees, and provide any comments to Laurie, prior to finalization. Ladders are a critical task that is performed constantly by workers in FM, so ensuring everyone knows the rules and regulations around their use is important. Once final, this will be reviewed with all FM employees at a safety chat / toolbox talk. It was noted that this SWP is one small component of the entire FM safety program. All components of the program will require review by the committee, and eventually by affected employees.

HEALTH AND SAFETY CONCERNS

There were no new concerns raised at this meeting.

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

WHMIS/OHS training took place during November and December for most FM employees.

Mobile Elevating Work Platform (MEWP) training took place for some FM employees (more to be done).

There will be training for JOHSC members in due course.

There will be training for Supervisors in due course (possibly some online – TBD).

NEW BUSINESS

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.

DATE AND TIME OF NEXT MEETING

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

ADJOURNMENT

Meeting was adjourned at 1:55 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Jason Langley, Co-Chair