

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
November 20, 2018

Present: Kevin Gerrior, Jason Langley, Greg MacDougall, Gwen Muise, Darlene Campbell, Shaun Chisholm, Dean Macdonald, Rachel MacFarlane (alternate for 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 Jason Langley. 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 October 16, 2018 were reviewed and approved.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Sharps

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.

Foot Protection

20 Nov 18 – Following review of the ANSI standard for Fixed Ladders, the following information was shared with the committee regarding foot protection required while working on Fixed Ladders:

9.2.4 The user shall wear footwear with heels when climbing a ladder and avoid using flat-soled shoes.

This information will be included in safe work practices and communicated to affected employees.

CLOSED.

16 Oct 18 - Clarification was requested as to whether heels are required on foot protection to be able to work safely on ladders. There is no requirement in the Regulations for wearing heels on ladders. Best

practice for working on ladders is to wear foot protection with clean and dry non-slip soles and heels. A draft safe work practice (SWP) for portable ladders was circulated*, including the requirement for safe footwear. The members were reminded that selection of specific PPE is a function of the Committee.

Appointment of Co-Chairs

20 Nov 18 – Shaun is the Management Co-Chair for the coming year. CLOSED.

16 Oct 18 - Jason Langley will be the Employee-representing Co-Chair for the coming year. The Management-representing Co-Chair will be confirmed at the next meeting.

Terms of Reference

20 Nov 18 – The updated Terms of Reference were reviewed and finalized by consensus of all members at the meeting. Laurie to forward a copy of the updated document to all members. CLOSED.

16 Oct 18 - Updated Terms of Reference were circulated to the Committee for them to review and provide feedback prior to finalization. This will be discussed at the next meeting.

Physical Sciences Centre Fugitive Emissions

20 Nov 18 – CLOSED.

16 Oct 18 - Janet advised there was a concern received from the PSC about fugitive emissions entering the building. There was discussion as to whether the emissions came from the construction site or the oil delivery truck. Janet to monitor.

Snow Removal Workers Travelling in Inclement Weather

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.

Path of Travel for Gator Machines

20 Nov 18 – This has been addressed with Paul and Gwen and will be part of safe work practice for the use of these machines. Include golf carts on public streets. CLOSED

16 Oct 18 - Gwen expressed a concern about the path of travel for the Gator machines across campus. Shaun to follow-up with Paul Chisholm.

Draft Portable Ladder Safe Work Practice

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.

New University Cannabis / Smoking Policy

20 Nov 18 – For information purposes only. CLOSED.

16 Oct 18 - Janet advised with the legalization of cannabis and the update of the Nova Scotia Smoke Free Places Act on October 17th, the University has updated their policies. This has been communicated to everyone by email. Basically, all smoking shall be at least 20 metres away from buildings, sports fields, etc. A complete campus ban on smoking is being considered, and consultation with stakeholders will take place through the fall.

HEALTH AND SAFETY CONCERNS

There were no new concerns raised at this meeting.

REVIEW OF INCIDENTS

There were three WCB incidents of which two were Lost Time – one slip and fall and one hit by something.

REVIEW OF MONTHLY INSPECTIONS (OCA LOG)

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

UPDATE ON HEALTH AND SAFETY TRAINING

Confined Space Entry training took place in October for several FM employees.

Training is planned for LOTOTO and MEWP with some FM employees.

There will be WHMIS/OHS training for all FM employees before the end of the year.

NEW BUSINESS

No new business was raised at this meeting.

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for Tuesday, December 11th at 1:00 p.m. in the F.M. Boardroom

ADJOURNMENT

Meeting was adjourned at 2:20 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Jason Langley, Co-Chair