

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	
		Employer Co-Chair:	Gary MacMillan
Date:	February 11, 2025	Time:	12:15 Noon
		Location:	FM Boardroom

AGENDA:

1. Roll Call	7. Review Education and Training
2. Determination of Quorum	8. Ongoing Business – Status of Action Items
3. Approval of Previous Meeting Minutes	9. Regulatory Inspections
4. Review Incidents	10. New and Other Business
5. Review Hazards and Concerns	11. Next Meeting
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	12. Meeting Adjournment

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trent DeYoung	UNIFOR	M&E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jimmy George	UNIFOR	G&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sylvia Phee	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Delaney (Alternate)	UNIFOR	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Purcell (Alternate)	UNIFOR	M&E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gary MacMillan (Co-Chair)	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cory DeCoste	Maintenance and Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Oostvogels	Grounds and Transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luc Venedam, Alternate	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katherine Walsh, Alternate	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid, Advisory non-voting	Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker, Advisory non-voting	People and Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Smith, Administration, non-voting	FM Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. DETERMINATION OF QUORUM

- A minimum of five members.
- Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- At least half of the members must be worker representatives;

Is there quorum for this meeting?

** If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes
☒

No
☐

CHAIR TO ASK IF THERE IS ANY NEW BUSINESS

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

• Move to adopt minutes. Moved by: Mary MacLean Seconded by: Dave Chisholm

No changes to minutes as presented.

Are the minutes approved?

Yes
☒

No
☐

4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general corrective action information that requires discussion or action, please record under "New Business" e.g., make note of trends etc. Any incident-specific items and follow up requests are to be listed below*)

(* See Legend at end for Priority and Status Codes)

CA = Corrective Action (taken or suggested)

Incident Date	Priority	Description of Incident (Actions Taken/Need to be taken)	Assigned	Follow up	Status
8 Feb 25		Municipal Sidewalk Tractor Near Miss While driving the trackless, a worker noticed a student coming down the stairs between Nasso and Bauer trying to squeeze between the machine and the wall. Ask to send out reminder to campus about staying clear of equipment. Also suggested that Residence Life send something out as well. Laurie to discuss with Brandon.	Laurie		

5. REVIEW OF CONCERNS/HAZARDS

Concerns and/or hazards should be raised with the employee's supervisor. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table.

(* See Legend at end for Priority and Status Codes)

Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
14 May 24	B	Room maintenance – people in 'vacant' rooms <ul style="list-style-type: none"> This happens throughout the year. When it happens, Security or Residence Life should be advised. Suggested that guidance about maintenance calls be added to student's information. 	Laurie	March 2025	IP
17 Dec 24		<ul style="list-style-type: none"> Raise with James and monitor for a couple months 			
14 Jan 25		<ul style="list-style-type: none"> Going by Residence Office report and some staff are still in there. Been hounding them for years to knock and check prior. Fire safety should know who is in building. 			

5. REVIEW OF CONCERNS/HAZARDS					
11 Feb 25		<ul style="list-style-type: none"> • They give us a list of the people who are staying and they put a note on the door. All the other rooms should be empty • Need someone to go and physically make sure they are gone. • Cards are disabled. • Report to Supervisor immediately who should report to Student Life. • Governors/Riley/O'Regan. • Report to James. Don't assume it's empty. • Notes on door that it's been inspected. • Trent – tried to get into Governor two weeks ago, and Res Life gave them 8 rooms, but six were occupied. One room is full, so both are. Cory followed up with Justine and James. Thought it would be odd that suites would be empty in the first place. Happens all the time. This puts employees in an awkward situation. Six occupied were suites. 			
17 Sep 24 22 Oct 24 19 Nov 24 17 Dec 24		<p>Line of Sight on Convocation Blvd</p> <ul style="list-style-type: none"> • When you're coming from P&S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look. • Tara spoke to Jimmy. The higher you are up the less vision you have. • Laurie and Tara to have a look. • Laurie and Tara had a look. Trees are columnar Oak. • Is it possible to add a stop sign? Study needed first. • Bring to University JOHSC. • Might slow people down leaving it the way it is. • General consensus is to try to leave the trees. • Monitor the area and report near misses or incidents. • Slow down. Be aware – bring forward concerns. 	Tara	July 2025	IP
17 Dec 24 14 Jan 25	C	<p>Potholes</p> <ul style="list-style-type: none"> • Noted that the area between Morrison Hall and the Safety & Security Building has some very deep potholes. This was previously addressed but is an issue again. 	Tara	Mar 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
11 Feb 25		<ul style="list-style-type: none"> Potholes were filled a couple weeks ago. Ongoing. Whole area is garbage. Keep filling them. Will be patched in April 			
14 Jan 25	C	Salt Trailer <ul style="list-style-type: none"> There is no way of propping the big doors for wind. When you go inside, the composite flooring is very slippery. Tara to follow-up with Vince. Three-foot ice and water shield. Look at this summer. In the meantime, some shingles may help. 	NA	NA	C
11 Feb 25		<ul style="list-style-type: none"> Brought to Vince and they put a new floor down. OK for now. 			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.					
<input checked="" type="checkbox"/> No actionable items noted.					
WAITING ON APP DECISION BY FM MGMT (22 Oct 24)					
Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up to date, etc. For all actionable items please list below)					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
14 May 24	E	NVCI training	Erica	Mar 2025	IP
17 Sep 24					

7. REVIEW EDUCATION AND TRAINING

17 Dec 24		<ul style="list-style-type: none"> For Security staff, need to fill the class up with others. Verbal training, spaces available on June 12th. Certifications are good for three years. Erica advised she will be away for a while and should be cleared by December to start doing training. Will plan sessions for the summer or offer a January/March session, depending on numbers. NVCI starting in January Verbal De-escalation starting in January. We don't teach holds. Erica will run a few sessions a year. An outside firm did NVCI with Security last week. Basing procedure development on that. 			
11 Feb 25		<ul style="list-style-type: none"> Working on Dates 			
17 Dec 24	C	FM Health and Safety Day <ul style="list-style-type: none"> Planning to do similar to what was done last year, with all FM employees. Managers meeting in January to discuss. Tentative last week of May. 	Laurie	Mar 2025	IP
14 Jan 25					
17 Dec 24		JOHSC training To be scheduled – likely in May	Laurie	Mar 2025	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
14 Nov 23	C	Inspection Program <ul style="list-style-type: none"> Inspections of all workspaces, regularly reported to JOHSC, are a requirement of the OHS Act. OHS are looking at an app that can be used to develop checklists and capture data. Kevin was asked if he had any recommendations for a system that would work well with FM's work order system. Mobile App options being explored with ITS. The TMA work order system has a "Room Inspections" module that we will be testing over the next several months to see how it will 	Laurie	Mar 2025	IP
12 Dec 23					
14 Jan 25					

8. ONGOING BUSINESS – Status of Action Items					
		<p>work to help fulfill the requirements of a workspace inspection program.</p> <ul style="list-style-type: none"> On hold for six months. Ongoing. 			
<p>17 Sep 24</p> <p>19 Nov 24</p> <p>17 Dec 24</p> <p>11 Feb 25</p>	C	<p>Sidewalk near Convocation Blvd</p> <ul style="list-style-type: none"> Need to confirm this snow clearing for this area. Will it be done by us or by the Town? Who is responsible? Laurie and Tara to look at area and follow-up. Waiting to hear from Kate. Still working on it with the Town. Tara – Town is going to come in and push the snow out of the way between the guy wire and the pole. Monitor Jimmy can't get through, goes as far as he can. Not enough snow this year to be an issue. Town plans to put the area back the way it was (remove piece of curb and grass) before next winter. Continue to monitor. 	Laurie Tara	Mar 2025	IP
<p>17 Sep 24</p> <p>22 Oct 24</p> <p>17 Nov 24</p>	C	<p>Electric Scooters</p> <ul style="list-style-type: none"> Little electric scooters that come out of everywhere. They are having a problem with people driving them inside buildings. Batteries can also be a fire hazard. What do other universities do? Hazardous for traffic. Should they be in buildings? Are they charging them in buildings? AAPA – not in buildings. Seen in Football room in Saputo. Seen near classrooms in Keating and Mulroney. Plugs ins. 	Laurie	May 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
11 Feb 25		<ul style="list-style-type: none"> Dalhousie has drafted a referential that Doug will share. If anyone sees a scooter, or the like, being operated inside, report it to Safety & Security immediately. 			
19 Nov 24	C	Varsity Drive Lighting <ul style="list-style-type: none"> Lighting on Varsity Drive along Keating, FX Hall and MacDonald Hall is very dark (noticed during call-ins and when attending evening events) This is a busy street that is dangerous after dark – sporting events at Keating bring kids and spectators to the area to park. Some suggested solutions included adding speed bumps, a stop sign or cross walk with a flashing light. Managers to discuss at their monthly meeting. There is no lighting projects planned. Nothing in the short term. No funding for a lighting project in the area. Looking at possibly putting a parking lot between Keating and here in 2026. 	NA	NA	C
11 Feb 25					
19 Nov 24	E	WHMIS Review <ul style="list-style-type: none"> A review of WHMIS will take place over the coming months with all of FM to include: <ul style="list-style-type: none"> ✓ Education of System ✓ Training in specific products used ✓ Safety Data Sheet update and review ✓ Labelling review 	Laurie	Mar 2025	N

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status

9. REGULATORY INSPECTIONS						
9 Apr 24	D	Bauer <ul style="list-style-type: none"> Bauer have to do a fire watch for the rest of this year until the end of December. Need a more permanent plan starting next year. 	Doug Laurie		Ongoing	IP
30 Apr 24	E	Keating <ul style="list-style-type: none"> Inspection of Keating completed by Sean Donovan – awaiting report. DFM inspection findings were shared with the group. Response is required by January 20th. This, along with all government inspection reports, will be used to drive our space inspection program. Drive inspection program Doug responded, some items were given a deadline extension. Some cleanup has taken place. Skate sharpening area TBD. 	Doug	10 Dec 24	31 Mar 25	IP
11 Feb 25						

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below). 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
11 Feb 25		Vandalism at Bishops <ul style="list-style-type: none"> Recent incidents were discussed. Unacceptable behaviour by students that FM employees have to clean up. Members asked what follow-up has taken place. A Human Waste Cleanup SOP has been drafted and sent to Gary and Katherine for review. It will then be reviewed by the FMJOHSC before being implemented. Monthly room inspections were suggested. All incidents should be immediately reported to your supervisor. 		Mar 2025	N

10. NEW & OTHER BUSINESS					
11 Feb 25		Vandalism at the Annex <ul style="list-style-type: none"> Basement bathroom. Been ongoing for some time. FM to provide summary of incidents, then Risk Management will install camera to try to put a stop to this. 	Cory	Mar 2025	N
11 Feb 25		MSB Lock <ul style="list-style-type: none"> Workers get trapped at the pass-thru and have to go outside. Doug – last renovation looked at access. Once person gets into stairwell, they can't enter back into most floors. How should it perform? It's the door at the centre of the complex – 5th floor centre leading to Marg. Speak to Katie and have her show you. 	Doug	Mar 2025	N

11. NEXT MEETING	
Date:	March 11, 2025 (postponed to March 18, 2025)
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	1:14 pm (Moved by Dave and Jimmy)

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

