

## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	Facilities Management	<b>Worker Co-Chair:</b>	Kevin Gerrior
		<b>Employer Co-Chair:</b>	
<b>Date:</b>	January 14, 2025	<b>Time:</b>	12:15 Noon
		<b>Location:</b>	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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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  
☐

## 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: Kevin Gerrior 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
13 Jan 25	E	<b>Fall on Mulroney Stairs</b> Worker fell down several stairs. Surface was dry, even and not slippery. Reportable injury. CA – Hold handrail.	Worker	Immediate	C
		<b>Slips and Falls</b> Several reported due to slippery conditions during ice storm. Shared with Doug and Tara for follow-up.	Doug Tara	Ongoing	C
3 Jan 25	E	<b>Worker Struck on Head</b> Worker was looking at salt in tractor, when door struck worker on head. Faulty arm on door that has since been fixed.	Tara	Complete	C

#### 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	<b>Room maintenance – people in 'vacant' rooms</b> <ul style="list-style-type: none"> <li>This happens throughout the year. When it happens, Security or Residence Life should be advised.</li> <li>Suggested that guidance about maintenance calls be added to student's information.</li> <li>Raise with James and monitor for a couple months</li> </ul>	Laurie	April 2025	IP
17 Dec 24					

5. REVIEW OF CONCERNS/HAZARDS					
14 Jan 25		<ul style="list-style-type: none"> <li>Going by Residence Office report and some staff are still in there. Been hounding them for years to knock and check prior.</li> <li>Fire safety should know who is in building.</li> <li>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</li> <li>Need someone to go and physically make sure they are gone.</li> <li>Cards are disabled.</li> <li>Report to Supervisor immediately who should report to Student Life.</li> <li>Governors/Riley/O'Regan.</li> <li>Report to James. Don't assume it's empty.</li> <li>Notes on door that it's been inspected.</li> </ul>			
17 Sep 24 22 Oct 24 19 Nov 24 17 Dec 24		<b>Line of Sight on Convocation Blvd</b> <ul style="list-style-type: none"> <li>When you're coming from P&amp;S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look.</li> <li>Tara spoke to Jimmy. The higher you are up the less vision you have.</li> <li>Laurie and Tara to have a look.</li> <li>Laurie and Tara had a look. Trees are columnar Oak.</li> <li>Is it possible to add a stop sign? Study needed first.</li> <li>Bring to University JOHSC.</li> <li>Might slow people down leaving it the way it is.</li> <li><b>General consensus is to try to leave the trees.</b></li> <li><b>Monitor the area and report near misses or incidents.</b></li> <li><b>Slow down. Be aware – bring forward concerns.</b></li> </ul>	Tara	July 2025	IP
17 Dec 24 14 Jan 25	C	<b>Potholes</b> <ul style="list-style-type: none"> <li>Noted that the area between Morrison Hall and the Safety &amp; Security Building has some very deep potholes. This was previously addressed but is an issue again.</li> <li><b>Potholes were filled a couple weeks ago.</b></li> </ul>	Tara	Feb 2025	IP
17 Dec 24	C	<b>Lack of Lighting Southside FM Building Parking Lot</b>	NA	NA	C

5. REVIEW OF CONCERNS/HAZARDS					
14 Jan 25		<ul style="list-style-type: none"> <li>This area was noted as being dangerously dark.</li> <li>It appears that the light is not working. Doug to check.</li> <li>Lights on both sides of the building were replaced.</li> </ul>			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<p>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.</p> <p><input checked="" type="checkbox"/> No actionable items noted.</p> <p><b>WAITING ON APP DECISION BY FM MGMT (22 Oct 24)</b></p>					
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 17 Sep 24 17 Dec 24	E	<p><b>NVCI training</b></p> <ul style="list-style-type: none"> <li>For Security staff, need to fill the class up with others. Verbal training, spaces available on June 12th. Certifications are good for three years.</li> <li>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.</li> <li>NVCI starting in January Verbal De-escalation starting in January.</li> <li>We don't teach holds.</li> <li>Erica will run a few sessions a year.</li> </ul>	Erica	Feb 2025	IP

7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> <li>An outside firm did NVCI with Security last week. Basing procedure development on that.</li> </ul>			
17 Dec 24 14 Jan 24	C	<b>FM Health and Safety Day</b> <ul style="list-style-type: none"> <li>Planning to do similar to what was done last year, with all FM employees. Managers meeting in January to discuss.</li> <li>Tentative last week of May.</li> </ul>	Laurie	Mar 2025	IP
17 Dec 24		<b>JOHSC training</b> 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  12 Dec 23  14 Jan 25	C	<b>Inspection Program</b> <ul style="list-style-type: none"> <li>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.</li> <li>Mobile App options being explored with ITS.</li> <li>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 work to help fulfill the requirements of a workspace inspection program.</li> <li>On hold for six months.</li> <li>Ongoing.</li> </ul>	Laurie	Mar 2025	IP
14 May 24 17 Sep 24  22 Oct 24 19 Nov 24	C	<b>Side by Side Lights</b> <ul style="list-style-type: none"> <li>Should have beacon on top of it. Can Am. No signal lights. Get one to plug into cigarette lighter.</li> <li>Main concern is no signal lights. Use hand signals for now. Tara to look into after-market blinkers</li> <li>Ordered beacons and blinkers from Adventure Motors</li> </ul>	NA	NA	C

8. ONGOING BUSINESS – Status of Action Items					
17 Dec 24		<ul style="list-style-type: none"> <li>Tomorrow to be put on machine.</li> <li>Done</li> </ul>			
14 May 24  17 Sep 24 22 Oct 24	C	<b>Viewing area on 2nd area of Keating</b> <ul style="list-style-type: none"> <li>Equipment and all kinds of stuff and doors do not lock. Access around kitchen area.</li> <li>Look at it with Erica and raise with Kevin.</li> <li>Erica sent pictures, Laurie to raise with Kevin B.</li> <li>Talked to Kevin B</li> </ul>	NA	NA	C
17 Sep 24  19 Nov 24 17 Dec 24	C	<b>Sidewalk near Convocation Blvd</b> <ul style="list-style-type: none"> <li>Need to confirm this snow clearing for this area.</li> <li>Will it be done by us or by the Town? Who is responsible?</li> <li>Laurie and Tara to look at area and follow-up.</li> <li>Waiting to hear from Kate.</li> <li>Still working on it with the Town.</li> <li>Tara – Town is going to come in and push the snow out of the way between the guy wire and the pole.</li> <li>Monitor</li> </ul>	Laurie Tara	Feb 2025	IP
17 Sep 24  22 Oct 24  17 Nov 24	C	<b>Electric Scooters</b> <ul style="list-style-type: none"> <li>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?</li> <li>Hazardous for traffic.</li> <li>Should they be in buildings?</li> <li>Are they charging them in buildings?</li> <li>AAPA – not in buildings.</li> <li>Seen in Football room in Saputo.</li> <li>Seen near classrooms in Keating and Mulroney.</li> <li>Plugs ins.</li> <li>Dalhousie has drafted a referential that Doug will share.</li> </ul>	Laurie	Mar 2025	IP

8. ONGOING BUSINESS – Status of Action Items					
22 Oct 24	C	<b>Ticketing at MacDonald Hall</b> <ul style="list-style-type: none"> <li>Reported that people are complaining because some people appear to get preferred parking out front of the FM building. Some people get tickets, and some do not. Looking for consistency.</li> <li>Laurie to follow-up with Security.</li> <li>Reported that this is improving. FM management are looking at changing the signage for some of the spots.</li> <li>Permit Parking only signage will be added to the south end of the lot.</li> <li>Signage is in progress.</li> <li>Katherine noted it is very dark on the south side of building</li> <li>Changed lighting outside of FM back yard.</li> <li>Changed signs.</li> </ul>	NA	NA	C
19 Nov 24					
17 Dec 24					
19 Nov 24	C	<b>Varsity Drive Lighting</b> <ul style="list-style-type: none"> <li>Lighting on Varsity Drive along Keating, FX Hall and MacDonald Hall is very dark (noticed during call-ins and when attending evening events)</li> <li>This is a busy street that is dangerous after dark – sporting events at Keating bring kids and spectators to the area to park.</li> <li>Some suggested solutions included adding speed bumps, a stop sign or cross walk with a flashing light.</li> <li>Managers to discuss at their monthly meeting.</li> </ul>	Doug	Feb 2025	N
19 Nov 24	E	<b>WHMIS Review</b> <ul style="list-style-type: none"> <li>A review of WHMIS will take place over the coming months with all of FM to include: <ul style="list-style-type: none"> <li>✓ Education of System</li> <li>✓ Training in specific products used</li> <li>✓ Safety Data Sheet update and review</li> <li>✓ Labelling review</li> </ul> </li> </ul>	Laurie	Mar 2025	N



9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
9 Apr 24	D	<b>Bauer</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	Doug Laurie		Ongoing	IP
30 Apr 24	E	<b>Keating</b> <ul style="list-style-type: none"> <li>Inspection of Keating completed by Sean Donovan – awaiting report.</li> <li>DFM inspection findings were shared with the group. Response is required by January 20<sup>th</sup>. This, along with all government inspection reports, will be used to drive our space inspection program.</li> <li>Drive inspection program</li> </ul>	Doug	10 Dec 24	20 Jan 25	IP

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below).</li> </ul>					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
14 Jan 25	C	<b>Salt Trailer</b> <ul style="list-style-type: none"> <li>There is no way of propping the big doors for wind. When you go inside, the composite flooring is very slippery.</li> <li>Tara to follow-up with Vince.</li> <li>Three-foot ice and water shield.</li> <li>Look at this summer. In the meantime, some shingles may help.</li> </ul>	Tara	Feb 2025	N

11. NEXT MEETING	
Date:	February 11, 2025
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	12:40 pm (Moved by Tara Oostvogels)

#### LEGEND

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