

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Kevin Gerrior
		Employer Co-Chair:	
Date:	May 14, 2024	Time:	12:00 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 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 type="checkbox"/>	<input checked="" 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"/>
Kevin Latimer	Maintenance and Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Oostvogels	Grounds and Transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Maltby, Alternate	Project Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Darlene Campbell, 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 checked="" type="checkbox"/>	<input 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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes.	Moved by: <u>Gary MacMillan</u>	Seconded by: <u>Dave Chisholm</u>
Dave was not here.		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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
	B	Smoke incident at Nicholson Tower Audible fire alarms failed in the building. Looking at the frequency of testing alarms and will adjust according to the National Fire Code. Several actionable items brought to light during this incident	Laurie	Sep 2024	IP
Previous	B	Worker fall in Gilmora Jimmy found the area dark. Look at this area and other steps in Gilmora.	Laurie	Oct 2024	IP

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
17 oct 23	B	JBB Lower Parking lot – difficult to see when exiting. <ul style="list-style-type: none"> Laurie to follow up with Security. Maybe eliminate a couple of parking spots – Trent Near miss leaving parking lot. Eliminate parking above the driveway. Try pylons in areas for a couple of weeks. 	Laurie	Sep 2024	IP
19 Mar 24	D	Parking in front of Riley and O'Regan	Laurie	Sep 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
		Reported that students are parking in the loading zone area in front of Riley and O'Regan. There is not signage in this area. Follow-up with Jacob – suggest "Loading Zone Only – No Parking" sign be installed.			
19 Mar 24		Parking at the Cathedral <ul style="list-style-type: none"> The current parking structure in the parking lot at the Cathedral was raised because it makes it impossible to circle the lot, which would be very hazardous if people have to leave fast. This was raised previously with Security, who advised it's up to the Cathedral to remedy the situation. It was also reported that the accessible ramp at the Cathedral is typically blocked by parked cars. Suggested that follow-up take place with the Cathedral representative. Doug advised that Bob Hale has the contract. Holes in lot, quite big. Several of them in the same condition. Lot is used heavily at night. Students use the lot. Bring forward. Line painting is badly need in this lot. 	Laurie	Sep 2024	N
9 Apr 24					
14 May 24					
19 Mar 24		Lab communications <ul style="list-style-type: none"> When moving lab equipment, employees have asked how they know that the equipment is decontaminated and safe to handle. The current signage in the science buildings is not sufficient, and a project is underway to standardize the signage, and ensure it includes safety instruction for non-science employees. Concern about storage in fume hoods. This is an ongoing concern that has improved over the last couple of years but continues to be monitored and reminders given. Looking at method to communicate that gear is clean and decontaminated. Any questions, back away and contact your supervisor. 	Laurie	Sep 2024	N
9 Apr 24					
19 Mar 24		Garbage can cleaning	Tara/ Gary	Sep 2024	IP

5. REVIEW OF CONCERNS/HAZARDS

9 Apr 24		<ul style="list-style-type: none"> Gary asked when the garbage cans will be cleaned because they are pretty smelly. Grounds are planning to do most of this right after the students leave. Some very smelly ones are being done now (e.g. MacKinnon, which are very smelly). Outdoor cans attract wasps, so they should be kept as clean as possible. Waiting until it warms up a bit. Gary looking at buying liner for them. They won't take the ones on lower campus – because they fall off. Cameron MacKinnon are the worst – garbage collection beating up. Follow up offline. Got liners, just need to get them cleaned. Been cleaning some of them as we go. Will follow up with Marty. Got new bins to replace old ones. Do inside as soon as possible. As soon as heat hits they will be full of wasps and magots. 			
14 May 24					

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.

☒ No actionable items noted.

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
17 Oct 23		EPI Pen Training	Laurie	Sep 2024	IP

7. REVIEW EDUCATION AND TRAINING

14 Nov 23	C	Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings).			
23 Jan 24		Colin will do training, likely in May.			
14 May 24		Training will take place with Ashley Blanchard.			
14 May 24	E	NVCI training 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	Sep 2024	IP
14 May 24	E	Custodial Health and Safety Training Day planned for May 29 th	Laurie	Sep 2024	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
9 May 23	C	Directional signage on one-way streets	Laurie	Sep 2024	IP
13 Jun 23		<ul style="list-style-type: none"> There was a discussion about more directional signage on one-way streets. There was a discussion about the FM parking lot – enforcing directional driving and the congestion with parking. This will be reviewed. 			
12 Dec 23		<ul style="list-style-type: none"> Dave will talk to Security and Doug will check on missing signage. It was noted there are other “one-way” areas of concerns including the front of Keating and Starbucks. These items may be referred to a (yet to be established) Campus Traffic Safety Committee. 			
20 Feb 24		<ul style="list-style-type: none"> Laurie to talk to Vince and Jacob to look at this area for installation of signs in the Spring. 			
16 Feb 23	D	First Aid Program in FM	Laurie	Sep 2024	IP
23 Jan 24		<ul style="list-style-type: none"> Transportation of injured employees was discussed. StFX is responsible to transport injured employees to and from an emergency medical facility, as required, when the workplace injury is not serious enough for 911/ambulance. A taxi chit system has been set up with Safety & Security, so a supervisor/first aid attendant can obtain one to pay for the cost of the taxi for the 			

8. ONGOING BUSINESS – Status of Action Items					
20 Feb 24		<p>injured employee. StFX does not want employees driving injured employees to emergency medical facilities.</p> <ul style="list-style-type: none"> A toolbox talk will be developed about current first aid practices and further training will take place with the FM first aid attendants. 			
16 Feb 23	E	<p>Terms of Reference (ToR) to be established.</p> <ul style="list-style-type: none"> These will be distributed with the meeting minutes and reviewed at the next meeting. 	NA	NA	C
12 Dec 23		<ul style="list-style-type: none"> Laurie to revise and present in January meeting. 			
23 Jan 24		<ul style="list-style-type: none"> Laurie will revise the current ToR from 2018 with suggested edits, and this will be emailed to the committee for discussion at the next meeting. 			
19 Mar 24 14 May 24		<ul style="list-style-type: none"> The proposed revised version of the ToR was provided to all members by email and in print, and they are asked to review the document before the next meeting and provide comments. It was moved by Tara and seconded by Trent to accept the FM JOHSC Terms of Reference dated 19 Mar 2024. Accepted. 			
14 Nov 23	C	<p>Inspection Program</p> <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. 	Laurie	Oct 2024	IP
12 Dec 23		<ul style="list-style-type: none"> Mobile App options being explored with ITS. 			
23 Jan 24		<ul style="list-style-type: none"> 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. On hold for six months. 			
23 Jan 24	C	Bump sign at sunken manhole on Varsity Drive			

8. ONGOING BUSINESS – Status of Action Items					
20 Feb 24		<ul style="list-style-type: none"> It was suggested that a bump sign be added near this area to avoid a repeat of a damaged vehicles, and it should help slow down traffic in this area (additional employee concerns expressed at FM JOHSC about the speed of traffic in this area and the lack of safe access to MacDonald Hall.) Sign is buried in snow. Access to MacDonald Hall and the surrounding streets will be looked at in the summer. Permanent 'slow down' signage may be installed. Manhole is fixed 14 May 2024. 	NA	NA	C
14 May 2024					
23 Jan 24		Emergency Wardens in MacDonald Hall <ul style="list-style-type: none"> Looking for volunteers – training and equipment will be provided. Laurie asked the committee to help identify an Emergency Warden for the first floor of MacDonald Hall. Gary to try to find someone. Fire alarm is underway. Two weeks behind. Everything thing is installed. Electronic board in new panel failed. No idea on delivery. 	Doug	Sep 2024	IP
19 Mar 24					
9 Apr 24					
14 May 24					

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
9 Apr 24	D	<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. Ongoing work on behaviour of people leaving ceiling tiles out of place, propping of doors, too much fuel in offices, blocking exits. 				RF

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below). Following discussion, it was decided to do a moment of silence during the Threads of Life Speaker event on April 26th 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
9 Apr 24	E	Review of Fall Protection and MEWP Programs All members were provided with copies of the current Fall Protection and MEWP Programs for their review and to share with affected employees for their input. Copies of the current programs are also available on the OHS Safety Programs website.	All	Sep 2024	N
9 Apr 24 14 May 24	B	Water in 42 West Street Question raised about the quality of the water in 42 West Street and whether it is safe to use to wash vegetables. Laurie to share results of recent water testing with the committee, and follow-up on water cooler cleaning. Report was shared with concerned employees and the committee	Laurie	Sep 2024	IP
9 Apr 24 14 May 24	B	Chair Carts in Keating Chair carts at Keating have bent wheels. If you're going and they turn, they actually lock up. Wheels are bent. Bring forth to Kevin Benjamin. Ongoing for years – getting worse and not getting fixed. They should be empty now. Ordered new casters – Vince went over to look at them, pretty sure he replaced a bunch of them.	Tara	Sep 2024	IP
9 Apr 24 14 May 24	C	Vehicle parking in accessible parking Out of province student – Maine, Greyish blue Volvo SUV – parks and goes into fitness centre. Kevin talked to Jacob to keep an eye. Football player. Parks in accessible parking. No parking pass displayed. He was towed after eight tickets..	NA	NA	C
14 May 24	D	Sylvia – hot months are coming. Patience with our staff – climbing stairs in some buildings is a challenge as well.	NA	NA	C

10. NEW & OTHER BUSINESS					
14 May 24	C	Side by Side – should have beacon on top of it. Can Am. No signal lights. Get one to plug into cigarette lighter.	Tara	Sep 2024	IP
14 May 24	B	Room maintenance at Goves – list of unoccupied rooms, but there were a handful that were still occupied, and had no plans on moving out when they should have been. Living there but Student Services think they are moved out. Fire hazard things – room supposed to be empty. How do they check? Hounding them for years to check the room before sending FM in. Needs to be a physical check. Should be sticker on door. Some of them don't put it up. Call James with concern. They have the paperwork for late stays. They say they don't have the manpower to check every room (Gary). Sylvia – if you have all these occupied rooms, you are not checking all the rooms. Sent to rooms to clean that have people in them. Could put employee in a vulnerable position. Knock, announce and wait. Needs to be physically checked.	Laurie	Sep 2024	IP
14 May 24	C	Viewing area on 2 nd area of Keating – equipment – all kinds of stuff and doors do not lock. Access around kitchen area. Look at it with Erica and raise with Kevin.	Laurie Erica	Sep 2024	IP

11. NEXT MEETING	
Date:	September 17, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	12:54 p.m.

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