

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:
Employer Co-Chair:

Date:

Time:
Location:

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"/>
Jeff De Leebeeck, 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 checked="" 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. A minimum of five members.
- b. Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- c. 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

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

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Dave Chisholm</u> Seconded by: <u>Trent DeYoung</u> <p>No changes to minutes as presented.</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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
5 May 2024 17 Sep 24	B	Smoke incident at Nicholson Tower <ul style="list-style-type: none"> 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 Ask Doug about frequency of testing alarms 	Laurie	Feb 2025	IP
15 Nov 24	A	Cardiac Event in Aquatics Centre First Aid, including AED use, was performed on client of Aquatics Centre. Casualty is OK and has a history of similar events. Erica advised debriefing is available for any employee who require it.	NA	NA	N
20 Nov 24	B	Smell in NASSO Worker reported feeling ill after smelling chemical in garbage in Nasso. Lab instructor advised chemical that was used should not have caused the effect it did. Ongoing investigation. Determine it wasn't harmful. He's OK – close item now	Gary	Jan 2025	C
9 Dec 24	B	Fall in FM Building Parking Lot Worker fell on ice outside of FM building. Reported to have it salted.	NA	NA	N

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)

5. REVIEW OF CONCERNS/HAZARDS					
Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
14 May 24	B	Room maintenance at Gov <ul style="list-style-type: none"> Received 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. 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. Raise with James and monitor for a couple months 	Laurie	Jan 2025	IP
17 Sep 24					
17 Sep 24 22 Oct 24 19 Nov 24		Line of Sight on Convocation Blvd <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. 	Tara	July 2025	IP

5. REVIEW OF CONCERNS/HAZARDS

17 Dec 24		<ul style="list-style-type: none"> • 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. 			
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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.

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 <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	Jan 2025	IP
17 Sep 24		<ul style="list-style-type: none"> • 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. 			
17 Dec 24		<ul style="list-style-type: none"> • NVCI starting in January Verbal De-escalation starting in January. • We don't teach holds. 			

7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> • Erica will run a few sessions a year. • An outside firm did NVCI with Security last week. Basing procedure development on that. 			
17 Dec 24	C	FM Health and Safety Day Planning to do similar to what was done last year, with all FM employees. Managers meeting in January to discuss.	Laurie	Jan 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. 	Laurie	Jan 2025	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. 			
14 May 24 17 Sep 24	C	Side by Side Lights <ul style="list-style-type: none"> • Should have beacon on top of it. Can Am. No signal lights. Get one to plug into cigarette lighter. 	Tara	Jan 2025	IP
22 Oct 24		<ul style="list-style-type: none"> • Main concern is no signal lights. Use hand signals for now. Tara to look into after-market blinkers 			
19 Nov 24 17 Dec 24		<ul style="list-style-type: none"> • Ordered beacons and blinkers from Adventure Motors • Tomorrow to be put on machine. 			
14 May 24	C	Viewing area on 2nd area of Keating	Laurie	Feb 2025	

8. ONGOING BUSINESS – Status of Action Items					
17 Sep 24 22 Oct 24		<ul style="list-style-type: none"> Equipment and all kinds of stuff and doors do not lock. Access around kitchen area. Look at it with Erica and raise with Kevin. Erica sent pictures, Laurie to raise with Kevin B. Talked to Kevin B 	Erica		IP
17 Sep 24 22 Oct 24 19 Nov 24 17 Dec 24	B	<p>Propped fire doors</p> <ul style="list-style-type: none"> Many in Saputo and Keating. FX fire doors propped. MacDonald Hall fire doors propped. Committee is asked to support this by not propping fire doors and unpropping and/or reporting ones that are propped. Gary had toolbox meetings with his employees about this issue. Hold-Open devices are a good solution in some cases: follow-up with your supervisor to request one, if needed. Sylvia expressed a concern about the minimal space to move a cart in MacKinnon stairwell may be a safety concern with the shorter railings in MacKinnon. Ongoing monitoring required and working adjustments may be required. Bring forth concerns to your supervisor. Officers will continue to monitor and unprop fire doors and confiscate props that are being used. 	Laurie	Jan 2025	C
17 Sep 24 19 Nov 24 17 Dec 24	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. 	Laurie Tara	Jan 2025	IP
17 Sep 24	C	Electric Scooters			

8. ONGOING BUSINESS – Status of Action Items					
22 Oct 24		<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? 	Laurie	Mar 2025	IP
17 Nov 24		<ul style="list-style-type: none"> 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. Dalhousie has drafted a referential that Doug will share. 			
17 Sep 24	B	<p>Shipping & Receiving</p> <ul style="list-style-type: none"> New setup is not good. Used to one level with loading dock, now they have to lift both down and up. More manual Labour required. Two charging docks being installed in FX Hall. Compressed gas and Dangerous Goods storage is also a concern. Air Liquide have been engaged by FM management to look at the delivery and storage of compressed gases. Forklift not always practical. Hazard assessment on the movement of goods should be completed. Liftgates. Looking at new truck in December. Tara to look into the inspection requirements of lift gates. Looking at our own truck and found the inspection criteria. I met with the transport crew to see if that was something we could do ourselves, but ended up taking it down to Midnite Auto to do the quarterly inspection. This is on a regular PM schedule. 	NA	NA	C
22 Oct 24					
19 Oct 24					
17 Dec 24					
17 Sep 24		Room Inspections			

8. ONGOING BUSINESS – Status of Action Items					
	C	<ul style="list-style-type: none"> • Stuff is being stored improperly in electrical rooms. • Follow-up with Jeff to see if a decision has been made on what type of app will be used to track the inspection data. 	Jeff	Jan 2025	IP
22 Oct 24	C	Ticketing at MacDonald Hall <ul style="list-style-type: none"> • 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. • Laurie to follow-up with Security. 	Laurie	Jan 2025	IP
19 Nov 24		<ul style="list-style-type: none"> • Reported that this is improving. FM management are looking at changing the signage for some of the spots. • Permit Parking only signage will be added to the south end of the lot. 			
17 Dec 24		<ul style="list-style-type: none"> • Signage is in progress. • Katherine noted it is very dark on the south side of building • Changed lighting outside of FM back yard. 			
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. 	Doug	Feb 2025	N
19 Nov 24	C	Chaining Doors <ul style="list-style-type: none"> • Concern expressed about exit doors being chained by Safety & Security without an FM call-out. • Laurie to work with Safety & Security to clarify procedure for chaining doors. 	NA	NA	N
17 Dec 24		<ul style="list-style-type: none"> • Safety & Security STOP shared with the committee. 			

8. ONGOING BUSINESS – Status of Action Items					
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	Feb 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	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. 	Doug	10 Dec 24	20 Jan 25	IP

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
17 Dec 24	C	Potholes	Tara	Jan 2025	N

10. NEW & OTHER BUSINESS					
		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.			
17 Dec 24	E	Sodexo Meal Boxes These are available for those who need them. Thanks to Sodexo for doing so.	NA	NA	N
17 Dec 24	C	Lack of Lighting Southside FM Building Parking Lot This area was noted as being dangerously dark. It appears that the light is not working. Doug to check.	Doug	Jan 2025	N

11. NEXT MEETING	
Date:	January 14, 2025
Time:	12:00 Noon
Location:	FM Boardroom

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

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