

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Gary MacMillan
		Employer Co-Chair:	
Date:	September 17, 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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 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? <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"/>
---	--	--------------------------------

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>Dave Chisholm</u>	Seconded by: <u>Trent DeYoung</u>
No changes to minutes as presented.		
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 As Doug about frequency of testing alarms	Laurie	Nov 2024	IP
Previous	B	Worker fall in Gilmora Jimmy found the area dark. Look at this area and other steps in Gilmora.	Laurie	Nov 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. Changes work 	NA	NA	C
19 Mar 24	D	Parking in front of Riley and O'Regan	Laurie	Nov 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
17 Sep 24		<ul style="list-style-type: none"> 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. Monitor for the next couple of months. 			
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. Line painting and repairs are complete 	NA	NA	C
9 Apr 24					
14 May 24					
17 Sep 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. 	Laurie	Oct 2024	N
9 Apr 24					

5. REVIEW OF CONCERNS/HAZARDS					
17 Sep 24		<ul style="list-style-type: none"> Any questions, back away and contact your supervisor. Trent – at JBB couple weeks ago, could be coming from the sink, whatever is there ate the plywood. Do not touch with bare hands. David Garbary's lab. 			
19 Mar 24		Garbage can cleaning <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. 			
9 Apr 24		<ul style="list-style-type: none"> 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. 	NA	NA	C
14 May 24 17 Sep 24		<ul style="list-style-type: none"> 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. No further action at this time 			
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 	Laurie	Jan 2025	IP

5. REVIEW OF CONCERNS/HAZARDS

17 Sep 24		<p>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.</p> <ul style="list-style-type: none"> • 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 			
-----------	--	---	--	--	--

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 14 Nov 23 23 Jan 24	C	<p>EPI Pen Training</p> <ul style="list-style-type: none"> • Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings). • Colin will do training, likely in May. 	NA	NA	C

7. REVIEW EDUCATION AND TRAINING					
14 May 24 17 Sep 24		<ul style="list-style-type: none"> Training will take place with Ashley Blanchard. Training completed. We can look at other Lunch n Learns for First Aid Attendants, as needed. 			
14 May 24 17 Sep 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 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. 	Erica	Dec 2024	IP
14 May 24	E	Custodial Health and Safety Training Day <ul style="list-style-type: none"> Planned for May 29. The day was a success, but we needed more time. Next year we will look at a full day. Looking at doing a similar day for Maintenance – being discussed with Blair. 	NA	NA	C

8. ONGOING BUSINESS – Status of Action Items					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
9 May 23 13 Jun 23 12 Dec 23 20 Feb 24 9 Apr 24	C	Directional signage on one-way streets <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. 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. Laurie to talk to Vince and Jacob to look at this area for installation of signs in the Spring. 	NA	NA	C

8. ONGOING BUSINESS – Status of Action Items					
17 Sep 24		<ul style="list-style-type: none"> Signs have been installed. Members are asked to keep an eye and bring forward any other areas of concern. 			
16 Feb 23 23 Jan 24 20 Feb 24	D	First Aid Program in FM <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 injured employee. StFX does not want employees driving injured employees to emergency medical facilities. A toolbox talk will be developed about current first aid practices and further training will take place with the FM first aid attendants. 	NA	NA	C
14 Nov 23 12 Dec 23 23 Jan 24	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 work to help fulfill the requirements of a workspace inspection program. On hold for six months. 	Laurie	Nov 2024	IP
23 Jan 24 19 Mar 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. 	Doug	Oct 2024	IP

8. ONGOING BUSINESS – Status of Action Items

9 Apr 24		<ul style="list-style-type: none"> Fire alarm is underway. Two weeks behind. 			
14 May 24		<ul style="list-style-type: none"> Everything thing is installed. Electronic board in new panel failed. No idea on delivery. 			
17 Sep 24		<ul style="list-style-type: none"> Drill to be done soon, without notice to FM, to make the response realistic. 			

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	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. Water testing report was shared with concerned employees and the committee. Laurie to send email about discoloured water to Cory.	Laurie	Oct 2024	IP	
14 May 24						
17 Sep 24						
9 Apr 24	B	Chair Carts in Keating	NA	C	C	

10. NEW & OTHER BUSINESS					
14 May 24 17 Sep 24		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. Done by Robert.			
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. Main concern is no signal lights. Use hand signals for now. Tara to look into after-market blinkers 	Tara	Oct 2024	IP
14 May 24 17 Sep 24	C	Viewing area on 2nd area of Keating <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. 	Laurie Erica	Nov 2024	IP
17 Sep 24	B	Propped fire doors <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. 	Laurie	Oct 2024	IP
17 Sep 24	C	Sidewalk near Convocation Blvd 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.	Laurie Tara	Nov 2024	IP
17 Sep 24	C	Electric Scooters	Laurie	Oct 2024	IP

10. NEW & OTHER BUSINESS					
		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?			
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. 	Jeff	Oct 2024	IP
17 Sep 24	C	<p>Room Inspections</p> <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	Nov 2024	IP
17 Sep 24	C	<p>Martha Drive Safety</p> <ul style="list-style-type: none"> • Newest employee is shocked by amount of foot traffic, where they fill the fuel tanks along Martha Drive. • Also, the area between the Library and Morrison Hall is often blocked with vehicles. • This area has been raised as a concern for a while now and will be raised with management again. • Employees are encouraged to continue to drive slowly and give way to pedestrians on all of our streets. 	Doug	Nov 2024	IP
17 Sep 24	C	<p>Universal Change Rooms in the Pool</p> <p>Concerns expressed about no privacy and accessibility by 'undesirables.</p>	Kevin B	Oct 2024	RF
17 Sep 24		<p>Line of Sight on Convocation Blvd</p> <p>When you're coming from P&S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look.</p>	Tara	Oct 2024	IP
17 Sep 24		Dark Parking Lot	Cory	Oct 2024	IP

10. NEW & OTHER BUSINESS					
		(Note – didn't catch area) Cory/Kevin			
		<ul style="list-style-type: none"> X Parking lot is super dark. Looking at possible solutions 			
17 Sep 24	E	SportChek Email <ul style="list-style-type: none"> Huge discounts being offered to employees as part of this year's employee appreciation. Go see Erica for anyone who doesn't have them. Large discounts of up to 70%. 	Erica	NA	C

11. NEXT MEETING	
Date:	October 22, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	1:25 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