

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Gary MacMillan
		Employer Co-Chair:	
Date:	October 22, 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. 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"/>
---	--	--------------------------------

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>Kevin Gerrior</u> Seconded by: <u>Dave Chisholm</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	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	Nov 2024	IP
17 Sep 24					
22 Oct 24	C	Unknown substance poured on worker <ul style="list-style-type: none"> Worker was moving box of goods when an unknown liquid substance leaked on the worker. Later determined to be a preservative liquid for sheep brains that were in the bucket. CA – SDS should be available for immediate reference CA – Supplier contacted and advised first time they’ve had this happen. 	Laurie	C	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
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		<p>Lab communications</p> <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. 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. This is an ongoing issue that will be addressed with the Science JOHSC. Continue to bring concerns forward to your supervisor, then JOHSC if necessary. Close for now 	Laurie	NA	C
9 Apr 24					
17 Sep 24					
22 Oct 24					
14 May 24	B	<p>Room maintenance at Gov</p> <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. 	Laurie	Jan 2025	IP

5. REVIEW OF CONCERNS/HAZARDS					
17 Sep 24		<ul style="list-style-type: none"> 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 			
17 Sep 24 22 Oct 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. 	Tara	Nov 2024	IP

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>WAITING ON APP DECISION BY FM MGMT (22 Oct 24)</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	E	<p>NVCI training</p> <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

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 23 Jan 24	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. 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	Dec 2024	IP
23 Jan 24 19 Mar 24		<p>Emergency Wardens in MacDonald Hall</p> <ul style="list-style-type: none"> Looking for volunteers – training and equipment will be provided. 			

8. ONGOING BUSINESS – Status of Action Items					
9 Apr 24 14 May 24 17 Sep 24 22 Oct 24		<ul style="list-style-type: none"> 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. Drill to be done soon, without notice to FM, to make the response realistic. Drill completed. It went well. No one went to the actual muster point (Bloomfield parking lot). We are looking at establishing primary and secondary muster points. Will also install more muster point maps for easier reference. 	Doug	Oct 2024	C
9 Apr 24 14 May 24 17 Sep 24 22 Oct 24	B	<p>Water in 42 West Street</p> <ul style="list-style-type: none"> 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. Cory to do more digging into it. It's a bathroom upstairs. Looking at a full filtration system. 	Laurie	Nov 2024	IP
14 May 24 17 Sep 24 22 Oct 24	C	<p>Side by Side Lights</p> <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 Ordered beacons and blinkers from Adventure Motors 	Tara	Nov 2024	IP
14 May 24	C	<p>Viewing area on 2nd area of Keating</p> <ul style="list-style-type: none"> Equipment and all kinds of stuff and doors do not lock. Access around kitchen area. 	Laurie Erica	Dec 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
17 Sep 24 22 Oct 24		<ul style="list-style-type: none"> Look at it with Erica and raise with Kevin. Erica sent pictures, Laurie to raise with Kevin B. 			
17 Sep 24 22 Oct 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. 	Laurie	Nov 2024	IP
17 Sep 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. 	Laurie Tara	Nov 2024	IP
17 Sep 24 22 Oct 24	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? 	Laurie	Dec 2024	IP
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. 	Laurie Jeff	Dec 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
22 Oct 24		<ul style="list-style-type: none"> 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? 			
17 Sep 24	C	Room Inspections <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	Dec 2024	IP
17 Sep 24	C	Martha Drive Safety <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	C	C
17 Sep 24 22 Oct 24	C	Universal Change Rooms in the Pool <ul style="list-style-type: none"> Concerns expressed about no privacy and accessibility by ‘undesirables.’ The style will take some getting used to. Adjustments being considered for some areas for safety reasons (e.g. ability to call for help) 	Kevin B	C	C
17 Sep 24		Dark Parking Lot (Note – didn’t catch area) Cory/Kevin <ul style="list-style-type: none"> X Parking lot is super dark. Looking at possible solutions 	Cory	Oct 2024	C

8. ONGOING BUSINESS – Status of Action Items

22 Oct 24		<ul style="list-style-type: none"> Changed light out, put a new one in. Solved. 			
-----------	--	---	--	--	--

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. 	Doug Laurie		Ongoing	IP
30 Apr 24	E	<ul style="list-style-type: none"> Inspection of Keating completed by Sean Donovan – awaiting report. 				IP

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	
22 Oct 24	B	Founders Walk Encampment <ul style="list-style-type: none"> Reported that yesterday people were found behind the compost pile, potentially setting up camp. Reported to Security. 	Laurie	Nov 2024	N	
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	Nov 2024	N	

11. NEXT MEETING

Date:	November 19, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED

Time:	12:57 pm
-------	----------

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