

## 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>	April 8, 2025	<b>Time:</b>	12:15 Noon
		<b>Location:</b>	FM Boardroom

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Meeting Minutes</li> <li>4. Review Incidents</li> <li>5. Review Hazards and Concerns</li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol>	<ol style="list-style-type: none"> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 (VC) /Jeff De LeeBeeck (Co-Chair)	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cory DeCoste	Maintenance and Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Walsh	Custodial	<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"/>
VACANT, Alternate	FM	<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"/>
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### CHAIR TO ASK IF THERE IS ANY NEW BUSINESS

## 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"> <li>• Move to adopt minutes. Moved by: <u>Mary MacLean</u> Seconded by: <u>Gary MacMillan</u></li> </ul> <p>No changes to minutes as presented.</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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#### 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
		Not discussed at this meeting due to time.			

#### 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 Sep 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>It 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>	Doug	July 2025	IP
17 Dec 24					
17 Dec 24		<b>Potholes</b>			
14 Jan 25	C	<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> </ul>	Doug	May 2025	IP
11 Feb 25		<ul style="list-style-type: none"> <li>Potholes were filled a couple weeks ago.</li> <li>Will be patched in April, using coal patch.</li> <li>This is a bad spot on campus – pavement is mostly crumbling.</li> </ul>			

5. REVIEW OF CONCERNS/HAZARDS					
18 Mar 25		<ul style="list-style-type: none"> <li>No money for re-pave jobs.</li> <li>On our list – asked for money. We’d love to do it. Put another request in and have a discussion with Monica.</li> <li><b>Jeff – have scheduled between April 23 and 25 to fill in the pot holes with asphalt. All of campus.</b></li> <li><b>Asphalt plant must be open.</b></li> </ul>			
8 Apr 25					
11 Feb 25		<p><b>Vandalism at Bishops</b></p> <ul style="list-style-type: none"> <li>Recent incidents were discussed.</li> <li>Unacceptable behaviour by students that FM employees have to clean up.</li> <li>Members asked what follow-up has taken place.</li> <li>A Human Waste Cleanup SOP has been drafted and sent to Gary and Katherine for review. It will then be reviewed by the FMJOHSC before being implemented.</li> <li>Monthly room inspections were suggested.</li> <li>All incidents should be immediately reported to your supervisor.</li> <li>Committee express concern about the apparent lack of follow-up on this and other incidents in residence buildings.</li> <li>People don’t know the outcome.</li> <li>Sylvia – employees should not have to confront students.</li> <li>Apologies go a long way.</li> <li>Laurie met with the Housing and Residence Life managers to express the concerns of the committee. An investigation took place, and some people were held accountable for the damage.</li> <li>Due to privacy, student outcomes are not typically shared. This is different to OHS where incident outcomes have to be shared with employees.</li> <li>A Human Waste Cleanup SOP was provided to the committee to get their and fellow employees’ input (see New Business)</li> </ul>	NA	NA	C
18 Mar 25					

**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
14 May 24 11 Feb 25 18 Mar 25	E	<b>NVCI training</b> <ul style="list-style-type: none"> <li>Working on Dates</li> <li>We're now rolling out some verbal intervention for groups who are looking for it.</li> <li>No full class for FM.</li> <li>Verbal intervention training for the group</li> <li>Doing it in the fall or the summer. We have a backlog coming up.</li> </ul>	Erica	Jun 2025	IP
17 Dec 24 14 Jan 25	C	<b>FM Health and Safety Training Day</b> <ul style="list-style-type: none"> <li>Planning to do something similar to what was done last year, with all FM employees. Managers' meeting in January to discuss it.</li> <li>Tentative last week of May.</li> </ul>	Laurie	May 2025	IP
17 Dec 24		<b>JOHSC training</b> To be scheduled in the Fall	Laurie	Aug 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	<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> <li>• <b>Finally got approval to move forward with new TMA program.</b></li> <li>• <b>We are just about to send out a PO to TMA to move forward with the upgrade. 16 to 24 weeks, then will train.</b></li> <li>• <b>Manual input work to be done. Includes every space on campus.</b></li> </ul>	Laurie Jeff	Oct 2025	IP
12 Dec 23					
14 Jan 25					
18 Mar 25					
17 Sep 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> <li>• <b>Jimmy can’t get through, goes as far as he can.</b></li> <li>• <b>Not enough snow this year to be an issue.</b></li> </ul>	Laurie Tara	Aug 2025	IP
19 Nov 24					
17 Dec 24					
11 Feb 25					

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>Town plans to put the area back the way it was (remove piece of curb and grass) before next winter.</li> <li>Continue to monitor.</li> </ul>			
17 Sep 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> </ul>	Laurie	Jun 2025	IP
22 Oct 24		<ul style="list-style-type: none"> <li>Hazardous traffic.</li> <li>Should they be in buildings?</li> <li>Are they charging them in buildings?</li> <li>AAPA – not in buildings.</li> </ul>			
17 Nov 24		<ul style="list-style-type: none"> <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>			
11 Feb 25		<ul style="list-style-type: none"> <li>If anyone sees a scooter, or the like, being operated inside, report it to Safety &amp; Security immediately.</li> </ul>			
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> <li>Gary advised they are updating the SDS books in all the custodial closets.</li> </ul>	Laurie	May 2025	IP
18 Mar 24		<ul style="list-style-type: none"> <li>Darlene is going through all the buildings, removing those that are not applicable.</li> <li>Adding GOO gone to every binder.</li> <li>Swish provides SDSs for all their chemicals.</li> </ul>			

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>• Employees will be provided with online training.</li> <li>• All of FM will be asked to do an inventory of their products and ensure that SDS are available in appropriate areas. Then a review of the products use and emergency requirements will take place.</li> </ul>			
11 Feb 25	C	<p><b>MSB Lock</b></p> <ul style="list-style-type: none"> <li>• Workers get trapped at the pass-thru and have to go outside.</li> <li>• Doug – last renovation looked at access. Once person gets into stairwell, they can't enter back into most floors.</li> <li>• How should it perform?</li> <li>• It's the door at the centre of the complex – 5<sup>th</sup> floor centre leading to Marg.</li> <li>• Speak to Katie and have her show you.</li> <li>• Trent – there are swipes to leave the area.</li> <li>• If you caught in the middle, you are “pooched”.</li> <li>• <b>Jeff – Doug was following up with issue that Katie brought forward.</b></li> </ul>	Doug	May 2025	IP
18 Mar 25		<p>Issue is exit door – not able to see it.</p> <ul style="list-style-type: none"> <li>• Window to be installed in the door.</li> </ul>			
8 Apr 25		<ul style="list-style-type: none"> <li>• Trent – when I was up there you can go down the stairs in the centre – you have to swipe to get into specific area. You can only go down in the centre.</li> <li>• Centre door – 5<sup>th</sup> floor.</li> <li>• Trapped in centre if there is a fire.</li> <li>• Two stairwells from the centre. Pick the cooler stairway – both exit outside.</li> <li>• Window in door – Kevin to chat with Vince on Monday.</li> <li>• Test area during evacuation drills.</li> </ul>			

8. ONGOING BUSINESS – Status of Action Items						
11 Feb 25 18 Mar 25  8 Apr 25	C	<b>Vandalism at the Annex</b> <ul style="list-style-type: none"> <li>Basement bathroom. Been ongoing for some time.</li> <li>FM to provide a summary of incidents, then Risk Management will install camera to try to put a stop to this.</li> <li>A surveillance camera has recently been installed in the area, due to this being an ongoing issue.</li> <li><b>Vandalism next floor up.</b></li> <li><b>19 – 2<sup>nd</sup> floor washroom</b></li> <li><b>Someone took the braided hose off the toilet, plus another toilet was jammed last week.</b></li> </ul>	Cory Gary	May 2025	N	
18 Mar 25  8 Apr 25	E	<b>Human Waste Cleanup SOP</b> <ul style="list-style-type: none"> <li>Draft SOP was provided to committee members.</li> <li><b>Send around the final procedure, then train.</b></li> </ul>	Laurie	May 2025	IP	
18 Mar 25 8 Apr 25	C	<b>Working on Flat Roofs</b> <ul style="list-style-type: none"> <li>Trent asked for clarification. Laurie to follow-up with group offline.</li> <li><b>Trent and Cory discussing.</b></li> </ul>	Laurie	May 2025	IP	

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
30 Apr 24  8 Apr 25	E	<b>Keating</b> <ul style="list-style-type: none"> <li>Final letter from DFM to say things are good to go.</li> <li>Ongoing follow-up.</li> </ul>	Doug	NA	NA	C

10. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below).</li> </ul>						

10. NEW & OTHER BUSINESS					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
8 Apr 25	E	Day of Mourning April 28 – 11 am Threads of Life Speaker at Barrick Auditorium	NA	NA	N
8 Apr 25	C	Parking on sidewalk <ul style="list-style-type: none"> <li>Gary advised some people are complaining about parking on the sidewalk.</li> <li>This will be added to the departmental newsletter.</li> </ul>	Jeff	May 2025	N
8 Apr 25	C	Railing at Immaculata <ul style="list-style-type: none"> <li>Low railing is a hazard</li> <li>Issue was raised at UJOHSC months ago.</li> <li>Being considered as part of capital expenditure</li> <li>Low railing also in Bloomfield</li> <li>Cory suggested we bring in RJ Bartlett to assess.</li> </ul>	Doug	May 2025	N

11. NEXT MEETING	
Date:	May 13, 2025
Time:	12:00 Noon
Location:	FM Boardroom
12. MEETING ADJOURNED	
Time:	1:10 Moved by Dave Chisholm

### 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