

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	
		Employer Co-Chair:	Gary MacMillan
Date:	December 12, 2023	Time:	12:00 Noon
		Location:	FM Boardroom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Meeting Minutes 4. Review Incidents 5. Review Hazards and Concerns 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sylvia Phee	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input 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"/>
Kevin Latimer	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"/>
Blair Maltby, Alternate	Project Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	FM Administration			

2. DETERMINATION OF QUORUM

- a. A minimum of four 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?

** 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.*

Yes

No

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)

- Move to adopt minutes. Moved by: Kevin Gerrior Seconded by: Sylvia Phee

Are the minutes approved?

Yes

No

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)*

4. REVIEW OF INCIDENTS

(* See Legend at end for Priority and Status Codes)

Incident Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
14 Nov 23	B	Several incidents of mould growth on campus (Library, Bloomfield, Cameron, Bishops) CA Implement Mould Prevention, Assessment and Remediation Program. Educate people on housekeeping and getting rid of stuff that's not needed. Person in control of the space should be aware of the ventilation. Formal inspection program will help to develop and keep standard of housekeeping.	Laurie	NA	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
14 Nov 23 12 Dec 24	D	Some employees are not always wearing seatbelts nor practicing hands-free communication when driving. Both practices are violations of the OHS Act and the Motor Vehicles Act. Doug and Gary to follow-up with FM employees. Education of safety rules on campus should take place before enforcement. Gary and Doug spoke to supervisors. Pull over to take call. Everyone knows – if you get fined. Doug to put memo together by end of the month.	Gary Doug	Feb 2024	IP
14 Nov 23	F	Black Audi "loud and fancy", reported to be speeding around campus. Check with Security	Laurie	NA	C
17 oct 23	B	JBB Lower Parking lot – difficult to see when exiting. Laurie to follow up with Security. Maybe eliminate a couple of parking spots – Trent	Laurie	Feb 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
13 Jun 23	A	Roof Access There are some safety concerns especially in Gov Hall and MSB. Doug will discuss with Mark. Tie off procedure – Use common sense. General comment – no specific action	Laurie	Jan 2024	IP
12 Dec 23		Laurie to follow up with Vince to look at Governors and other concerning roof access points. Specifics will be added to the fall protection program.			
12 Dec 23	C	Sidewalks Review sidewalks and tripping hazards.	Tara	NA	C
9 May 23		Tara – ongoing process.			
14 Mar 23	C	Vehicle Back-up Cameras It was suggested that some G&T vehicles should have better back-up cameras. Doug will look into this.	Doug	NA	C
12 Dec 23		Tara – moving truck repaired, mail truck needs back-up camera repaired. – hopefully next two weeks.			
16 Feb 23	C	Access to Back of Keating Concern with the door at the back of Keating Centre – it seems to be left open/unlocked and there is a safety concern with unauthorized people being in there and someone could get seriously injured by the equipment being used. A discussion ensued. An email from Bob Hale will be reviewed regarding the issue.	Laurie	NA	C RF
14 Mar 23		Camera installed for now to monitor who is using the back door. Blair is meeting with Kevin B – that area may be revamped with he renovations.			
9 May 23		Blair – we will look at both buildings for exit and entrance when project is done. Close for now until project is complete. RF to UJOHSC			
16 Feb 23	C	Access to Fire Department Connection at Keating AVFD suggested only one MEWP should be parked beside the fire department connection at the back of Keating, or a sign should be placed so emergency responders can see the area from Varsity Drive.	Doug	NA	C
14 Mar 23		Doug advised he would find another area for one of the MEWPs.			

5. REVIEW OF CONCERNS/HAZARDS

12 Dec 23		One of the MEWPs will be relocated after the winter season and more signage will be put up. Moved and can see them.			
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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

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
2 Sep 23	D	Custodial room in Bauer Theatre needs to be relocated – Deputy Fire Marshal visit.	Gary	Jan 2024	IP
12 Dec 23		Where will it be relocated?			

* GI – General Inspection

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 12 Dec 23	C	EPI Pen Training Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings). Colin will do training, likely in May.	Laurie	Mar 2024	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
13 Jun 23	C	Stretching	Laurie	Jan 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
12 Sep 23		It was suggested that we put up some information on stretching before your shift.			
12 Dec 23		It was suggested that we put up some information on stretching before your shift. Erica – posters, Gary – videos on display monitor.			
12 Sep 23	C	Hearing Loss Prevention Program implementation Copies of the program were given to all members for their review and comments.	All Doug	Jan 2024	IP
17 Oct 23		Noise level monitoring spreadsheet was provided to members. Laurie requested that someone be assigned to finish the noise sampling, as noted on the spreadsheet.			
14 Nov 23		Laurie requested someone be assigned to finish noise sampling.			
12 Dec 23		Doug – sampling be done before the end of the year.			
9 May 23	C	Directional signage on one-way streets 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.	Laurie	Feb 2024	IP
13 Jun 23		Dave will talk to Security and Doug will check on missing signage.			
12 Dec 24		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.			
9 May 23	D	Review Safety Absolutes Recommended Toolbox meetings on safety priorities; we can create some topics for discussion at the next FM JOHS meeting.	Laurie/ Kevin	Feb 2024	IP
13 Jun 23		Monthly topics of discussion – tool safety – ladders, saws, drills, hearing protection, eye protection, ergonomics. Maybe post something weekly.			
12 Sep 23		Dave and Laurie will check into this and post information on the monitors – possibly focus on different topics each month.			
12 Dec 23		Laurie will develop suggested calendar and work with Kevin and Gary to get messages broadcast on the two digital screens.			

8. ONGOING BUSINESS – Status of Action Items					
16 Feb 23 17 Oct 23	D	First Aid Program in FM Kits have been distributed to custodial closets and vehicles and maintenance vehicles. <u>Once labels are ready, they will be placed in mechanical rooms.</u>	Doug	Jan 2024	IP
16 Feb 23	E	Employee Chair to be chosen. An employee co-chair will be appointed or voted on at the next meeting. Kevin Gerior is co-chair – month on and month off.	Sylvia	NA	C
16 Feb 23 12 Dec 23	E	Terms of Reference to be established. These will be distributed with the meeting minutes and reviewed at the next meeting. Laurie to revise and present at January meeting	Laurie	Jan 2024	IP
14 Nov 23	D	Committee Membership Laurie requested more employees be added to the committee, including a couple of alternates. Laurie suggested the Employer side include two managers and two supervisors and assign a couple of alternates.	Sylvia Doug/ Gary	NA	C
14 Nov 23 12 Dec 23	C	Inspection Program 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.	Laurie	Jan 2024	IP
12 Dec 2023	C	Mould Prevention, Assessment and Remediation Program Copies of draft program were circulated by email, and committee members are asked to review and comment.	Laurie	Jan 2024	IP

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status

9. REGULATORY INSPECTIONS						
2 Sep 23	C	<p>Deputy Fire Marshal's inspection #1, including: Bauer Coady Schwartz NFSC Mechanical rooms – walk through with the DFM; these are not to be used for storage; only necessary items allowed. Include findings in formal inspection program. Curtain review will be required to ensure they comply with National Fire Code. Doug requested an extension to 2024. The Bauer Custodial breakroom needs to be relocated (RF)</p>	Doug Laurie Procure Gary	2 Sep 23	28 Feb 24 12 Feb 24 28 Feb 24 15 Apr 24	IP
3 Nov 23	C	<p>Deputy Fire Marshal's inspection #2, including: Nicholson Tower, BMIG, Camden were inspected and NFSC and Bauer were re-visited.</p>	Doug	14 Nov 23	18 Dec 23	RF

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
12 Dec 2023	E	<p>Workplace Monitoring, Measurements and Tests The requirements of workplace monitoring, measurements and tests were reviewed with the committee. Below is cut and paste from the OHS Act that speaks to this requirement: <i>WORKPLACE MONITORING, MEASUREMENTS AND TESTS</i> <i>Right of employee to observe and be paid</i> <i>42 (1) Every employer shall permit an employee selected pursuant to subsection (2) to observe workplace occupational health or safety monitoring and the taking of samples, tests or measurements where a significant part of the rationale is based on either health or safety of employees at the workplace, unless the monitoring or taking of samples, tests or measurements takes place</i></p>	Laurie	NA	INFO ONLY

10. NEW & OTHER BUSINESS

	<p><i>(a) continuously or on a regular and frequent basis, except to observe the initial setup of the workplace occupational health or safety monitoring process and to be informed and observe the monitoring where there has been a malfunction of the monitor or alteration in the process;</i></p> <p><i>(aa) in a situation that would violate an employee’s personal privacy;</i></p> <p><i>(b) in a location that is remote and is part of the regular task of a person employed at the location; or</i></p> <p><i>(c) during an emergency situation,</i></p> <p><i>and time spent by the employee in such activities is deemed to be work time for which the employee shall be paid by the employer at the applicable rate.</i></p> <p><i>(2) Where there is</i></p> <p><i>(a) a committee or representative at a workplace, the employee who observes workplace occupational health or safety monitoring and the taking of samples or measurements shall be selected by the committee or representative, as the case may be; or</i></p> <p><i>(b) no committee or representative at a workplace, the employee who observes workplace occupational health or safety monitoring and the taking of samples or measurements shall be selected by the employees.</i></p> <p><i>(3) Every employer shall provide</i></p> <p><i>(a) reasonable notice to an observer of the commencement of the occupational health or safety monitoring and of the taking of samples or measurements undertaken pursuant to subsection (1); and</i></p> <p><i>(b) access to a workplace for the purpose of the observation.</i></p> <p><i>(4) Where an observer requests, the procedure for occupational health or safety monitoring and the taking of samples or measurements shall be identified and explained to the observer.</i></p> <p><i>(5) Where an owner, constructor or contractor performs occupational health or safety monitoring or takes samples or measurements that relate to the health or safety of employees at the workplace,</i></p> <p><i>(a) the owner, constructor or contractor shall provide reasonable notice to all employers at the workplace of the commencement of the</i></p>			
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10. NEW & OTHER BUSINESS

		<p><i>occupational health or safety monitoring and of the taking of samples or measurements; and</i></p> <p><i>(b) the requirements of subsections (1) to (4) apply.</i></p> <p><i>(6) Where the monitoring, samples or measurements referred to in subsection (1) are conducted by, or at the request of, an officer, the officer may undertake the monitoring, samples or measurements whether or not notice has been given pursuant to subsection (3) or (5).</i></p>			

11. NEXT MEETING

Date:	January 9, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED

Time:	1:00 p.m.
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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

Inspection Schedule (suggested)

Mechanical Rooms (monthly)

Electrical Rooms (monthly)



Elevator Rooms (monthly)
Custodial Closets (quarterly)
Carpentry Shops (monthly)

Monthly Distribution and Posting of Approved Meeting Minutes :

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Posted on OHS Right to Know Board website.
- Posted on any Safety Bulletin Boards (if applicable)