

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities Management	Worker Co-Chair:	Kevin Gerrior
		Employer Co-Chair:	
Date:	January 23, 2024	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 type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker, Advisory non-voting	People and Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Smith, Administration	FM Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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? <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>Gary MacMillan</u> Seconded by: <u>Sylvia Phee</u> 		
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
11 Dec 23	C	<ul style="list-style-type: none"> • Worker was closing lunchroom door when they got her finger caught in the door and pinched on the top of it. • CA – be more careful and aware of hand placement. 	Worker	NA	C
15 Dec 23	C	<ul style="list-style-type: none"> • Worker was walking back from St. Ninian Place to the Rankin School of Nursing entrance and slipped on ice on the sidewalk. This caused them to fall backwards, striking their head on the pavement. • CA - Sidewalks should be salted during damp weather when temperatures drop, causing ice. Staff must report icy conditions to their supervisors so contact can be made with Grounds Department to ensure proper salting or at least that someone out to be in to salt sidewalks/parking lots, etc. 	Doug Tara	NA	C
17 Jan 24	C	<ul style="list-style-type: none"> • Near Miss - Worker was driving trackless plow through the new roundabout when the plow died. A municipal garbage truck was behind the plow and had to swerve to miss him. • It was noted that the roundabout has added some distance and hazards to driving between the #7 garage and the campus. • Workers are asked to monitor and report all near misses and incidents. 	All	Feb 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
14 Nov 23 12 Dec 23 23 Jan 24	D	<p>Some employees are not always wearing seatbelts nor practicing hands-free communication when driving.</p> <ul style="list-style-type: none"> 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 and Laurie to take offline and work on general safety rules for department, including seatbelts. Draft will be presented to FMJOHSC when ready. 	Gary Doug	NA	C
17 oct 23	B	<p>JBB Lower Parking lot – difficult to see when exiting.</p> <ul style="list-style-type: none"> Laurie to follow up with Security. Maybe eliminate a couple of parking spots – Trent 	Laurie	Mar 2024	IP
13 Jun 23 12 Dec 23 23 Jan 24	A	<p>Roof Access</p> <ul style="list-style-type: none"> 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 to follow up with Vince to look at Governors and other concerning roof access points. Specifics will be added to the fall protection program. Vince and Laurie visited Governor's roof access points, and a fall protection plan with fall arrest equipment is required to access 	Laurie	Apr 2024	IP

5. REVIEW OF CONCERNS/HAZARDS					
		mechanical units. It has a dangerous slope and isn't very wide. Access to all roof mechanical units on campus will be assessed to determine if fall protection is required. This information will be added to the StFX Fall Protection Program. Work on flat roofs without fall protection is very limited (changed in 2022), and rule of thumb for now is that roof access to mechanical units within 20 feet of a fall hazard should be assessed prior to access.			
23 Jan 24	B	<p>Smoking in Residences</p> <ul style="list-style-type: none"> • A concern was expressed about students smoking in residences. Several members said they regularly smell cigarette and cannabis smoke when they work in residences. The biggest concern is that the students cover the smoke detectors to be able to smoke in their room. Alcohol and drug consumption, combined with smoking in a room without smoke detection is a recipe for disaster. • If someone smells smoke, they should report it to the RLC or Safety & Security immediately. • These comments will be passed on to Residence Life and Safety & Security. • Laurie advised a new Smoking and Vaping Policy is in the works. • Karen suggested we look at doing a Room Burn this year. 	Laurie	Feb 2024	IP
23 Jan 24		<p>Propping Fire Doors</p> <ul style="list-style-type: none"> • We are working to stop this practice across campus, as a team effort. • We will work with employees whose work requires the propping of doors to come up with a reasonably practicable solution. 	Laurie	Feb 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)

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.

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

No actionable items noted.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
2 Sep 23 12 Dec 23 23 Jan 24	D	Custodial room in Bauer Theatre needs to be relocated – Deputy Fire Marshal visit. Where will it be relocated? Currently in Chapel, permanent area to be identified.	Gary	Feb 2024	IP

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	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 12 Sep 23 12 Dec 23	C	Stretching It was suggested that we put up some information on stretching before your shift. It was suggested that we put up some information on stretching before your shift. Erica – posters, Gary – videos on display monitor.	Laurie	Feb 2024	IP
12 Sep 23		Hearing Loss Prevention Program implementation		NA	C

8. ONGOING BUSINESS – Status of Action Items					
<p>17 Oct 23</p> <p>14 Nov 23</p> <p>12 Dec 23</p> <p>23 Jan 24</p>	C	<p>Copies of the program were given to all members for their review and comments.</p> <p>Noise level monitoring spreadsheet was provided to members.</p> <p>Laurie requested that someone be assigned to finish the noise sampling, as noted on the spreadsheet.</p> <p>Laurie requested someone be assigned to finish noise sampling.</p> <p>Doug – sampling be done before the end of the year.</p> <p>All members have been provided with the program a few months back, and no further comments were received. A lot of testing and training has been completed, with a plan to do more in the late spring/early summer. Once accepted by the committee, this program will be presented to employees through a toolbox talk (and further education as required). Sampling has been completed in several areas, as noted in the program, and workers are asked to identify any areas of concern that have not been sampled. There is a good selection of hearing protection devices (HPDs) aka earplugs/muffs at Stores, and employees are encouraged to speak with the supervisor about getting a proper fit to sufficiently protect their hearing.</p> <p>It was moved by Dave Chisholm and seconded by Trent DeYoung to accept the Hearing Loss Prevention Program Rev. 0, dated January 4, 2024. Motion Carried.</p>	<p>All</p> <p>Doug</p>		
<p>9 May 23</p> <p>13 Jun 23</p> <p>12 Dec 23</p>	C	<p>Directional signage on one-way streets</p> <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	Feb 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
9 May 23	D	Review Safety Absolutes <ul style="list-style-type: none"> Recommended Toolbox meetings on safety priorities; we can create some topics for discussion at the next FM JOHS meeting. Monthly topics of discussion – tool safety – ladders, saws, drills, hearing protection, eye protection, ergonomics. Maybe post something weekly. Dave and Laurie will check into this and post information on the monitors – possibly focus on different topics each month. Laurie will develop suggested calendar and work with Kevin and Gary to get messages broadcast on the two digital screens. 	Laurie/ Kevin	Feb 2024	IP
13 Jun 23					
12 Sep 23					
12 Dec 23					
16 Feb 23	D	First Aid Program in FM <ul style="list-style-type: none"> Kits have been distributed to custodial closets and vehicles and maintenance vehicles. <i>Once labels are ready, they will be placed in mechanical rooms.</i> Distribution to M&E and carpentry workspaces is a WIP. There are currently kits in these rooms – this is a replacement to bring them up to the new standard. 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. 	Doug	Feb 2024	IP
17 Oct 23					
23 Jan 24					
16 Feb 23	E	Terms of Reference (ToR) to be established. <ul style="list-style-type: none"> These will be distributed with the meeting minutes and reviewed at the next meeting. 	Laurie	Feb 2024	IP

8. ONGOING BUSINESS – Status of Action Items					
12 Dec 23 23 Jan 24		<ul style="list-style-type: none"> Laurie to revise and present in January meeting. Laurie will revise the current ToR from 2018 with suggested edits, and this will be emailed to the committee for discussion at the next meeting. 			
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. 	Laurie	Apr 2024	IP
12 Dec 2023 23 Jan 24	C	<p>Mould Prevention, Assessment and Remediation Program</p> <ul style="list-style-type: none"> Copies of draft program were circulated by email, and committee members are asked to review and comment. This program was previously distributed to all members of the committee for their review. Training and some toolbox talks have taken place (more will be scheduled, as required). One addition to the prevention measures was requested by Trent, as follows: “Ensure bathroom air handling units are working. Belts often go on these fans, and they should be checked regularly”. It was moved by Gary MacMillan and seconded by Tara Oostvogels to accept the Mould, Prevention, Assessment and Remediation Program, Rev. 0, dated January 12, 2024, with the above-noted addition. Motion Carried. 	Laurie	NA	C

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
Below is a summary of government inspections and audits completed in 2023						
31 May 23	E	Public Health Alliance of Canada Biosafety Audit Review of program and virtual lab inspection following change of BSO. Several corrective actions completed, and recommendations are a WIP.	Laurie	31 May 23	8 Sep 23	INFO
27 Jun 23	E	Transportation of Dangerous Goods Audit Changes to shipping form, checked on training.	Laurie	28 Jun 23	5 Jul 23	INFO
14 Jul 23	E	Department of Labour Electrical Safety Inspection Addressed critical issues. Other issues will be addressed with new inspection program and other processes. Similar issues in all buildings will be addressed.	Doug Laurie	16 Jul 23	7 Aug 23	C
2 Sep 23	E	Deputy Fire Marshal Inspection #1 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Laurie to share reports with safety wardens in the buildings. Similar issues in all buildings will be addressed.	Doug Laurie	13 Sep 23	Various	INFO
3 Nov 23	E	Deputy Fire Marshal Inspection #2 In progress to prioritize and assign responsibility. Inspection program will help address some of the issues. Concerns with combustible loads (books and paper) in several offices, propping fire doors and other behavioural issues to be addressed.	Doug Laurie	8 Nov 23	Various	INFO
13 Dec 23	E	Department of Labour Inspection Industrial Hygienist re IAQ in library.	Laurie			INFO

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

10. NEW & OTHER BUSINESS					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
23 Jan 24	C	Bump sign at sunken manhole on Varsity Drive It was suggested that a bump sign be added near this area to avoid a repeat of a damaged vehicles, and it should help slow down traffic in this area (additional employee concerns expressed at FM JOHSC about the speed of traffic in this area and the lack of safe access to MacDonald Hall.)	Doug Tara	Feb 2024	IP
23 Jan 24	C	Fire Wardens are required for MacDonald Hall	Laurie	Feb 2024	IP2

11. NEXT MEETING	
Date:	February 13, 2024
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	1:00 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

Inspection Schedule (suggested)

Carpentry Shops (monthly)
Electrical Rooms (monthly)
Elevator Rooms (monthly)
Mechanical Rooms (monthly)
“Tank” Run (weekly)
Custodial Closets (quarterly)

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)