

**Facilities**  
**JOINT HEALTH AND SAFETY COMMITTEE**  
**Minutes of Meeting**  
**Wednesday May 18 2022, 1 pm**  
**Microsoft Teams Virtual Meeting**

**In Attendance:**

**Chaired By:** Steve Senechal

**Co-Chair:** N/A

**Worker Reps:** David Gerrish, Viet Tran, Johnathan Dillon, Jesse Bambrick

**Management Reps:** Christopher Bagshaw

**Absent:** Alexander Bien, Matthew Barrett, Michael Mclean

**Guest:** N/A

**Recorder:** Becky Cavanaugh

**Approved minutes from last meeting:** YES

**Approval of Agenda:** YES

**Unfinished Business**

**15.11** The current confined space inventory is out of date and some sites are not signed. Committee requested an updated list of confined spaces from EH&S.

**UPDATE:** Currently, Pinchin has provided draft Confined Space Hazard Assessments for the locations assessed. We are cross referencing again the initial list of location that we asked to be reviewed to ensure that part of the work is completed. Pinchin has begun creating Entry/Rescue plans for the specific types of entries that we will encounter on campus (Entering a manhole, a tank, a sump pit etc.), these plans can be used as templates for Facilities to create site specific Entry/Rescue plans in the future. There had been a question related to the committee being able to review the assessments. That is the intent once we confirm that all the assessment has been received.

**Assigned to: Steve Senechal/Dan Langham**

**19.01** Facilities and EH&S worked with a third-party consultant to complete additional roof access modelling for buildings with fume hood systems. Contractor assessed roof tops and provided a draft report. Report is being reviewed. See agenda item 16.10. The Roof Access SOP (SOP-Safety-18) has been released to Facilities Services for implementation. Signs continue to be installed where needed. Ongoing.

**UPDATE:** SOP tells user to refer to roof drawings, but they are unable to be located. Committee to follow up with Health and Safety officer to locate drawings and their path to find them

**Assigned to: Steve Senechal**

- 19.09** A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled.  
**UPDATE:** Training took place today ( Wednesday May 18), Item Completed  
**Assigned to: Michael McLean**
- 20.01** Concern raised again regarding falling snow off of the roofs of Gordon Hall and Chernoff Hall (formerly agenda item 16.11). Slide guard installation is complete. Supplies ordered and waiting on them to come in/work to be completed.  
**UPDATE: Ongoing**  
**Assigned to: Matthew Barrett**
- 20.13** A committee member raised a concern that the trades and custodial groups are not all aware of how to access the SDS and HMIS Asbestos inventory databases.  
**Update:** Create and print step by step instructions to post on safety boards. Consult with Facilities Manager-Operations/Client Services to obtain instructions to post on safety boards. As this information is ever changing, requested to have “universal” password/username to access as a lot of employees forget between uses and require re-verification. Committee member will follow up with Tyler McDonald to see if this is feasible.  
**Assigned to: Chris Bagshaw**
- 21.04** The committee raised a concern regarding the flooding at Robert Sutherland Hall this month. Electrical hazards were present and trades staff weren’t presented with adequate information before entering. A standard operating procedure needs to be established to outline how to manage entry into flooding situations where electrical hazards may be present. Similar issue at Donald Gordon Centre, still ongoing. Management is working with EH&S to develop an entry checklist when flooding is present in a building. Finding out if committee needs to provide anymore feedback prior to next meeting and if this item can be completed.  
**UPDATE: Ongoing.** Suggestion of Electrical Safety Awareness Training  
**Assigned to: Christopher Bagshaw**
- 22.01** Committee member raised a concern about new key press stations at Kingston Hall and Watson, with no safety boards. Also, soon to be one at the ARC. Carswell books provided for Safety boards and a checklist for information required to be on them also provided.  
**UPDATE: Item Completed.**  
**Assigned to: Alex Bien**

## **REGULAR REPORTS**

**Accident Reports:** Committee did not receive any prior to meeting

### **Joint Health & Safety Committee**

- Review of new covid-19 related information, procedures or protocols, updates on how operations are going with new COVID-19 measure in place, and discussion of any concerns raised with members of the committee.
  - **No new items introduced**

### **Training:**

- CFAA- Verification Refresher took place this past week
- First Aid interest list started for Facilities
- JH&S Certification- 3 members have registered for training

### **Building Inspections**

- Leonard Hall – Area 4
- McNeil House- Area 4
- Morris Hall- Area 4
- Watson Hall- Area 1

### **Lost Time Injury Status**

Days Free of Lost Time Injuries: 51 as of May 18<sup>th</sup>, 2022.

**(Last Lost Time Injury: March 28th, 2022)**

### **Next Meeting:**

The next safety meeting will be held at 1 pm on **Wednesday June 15, 2022**, In person, LOCATION TBD

### **Distributed to:**

JH&S Committee Members  
Facilities Services Staff  
Departmental Safety Boards  
Central Heating Plant  
Environmental Health & Safety