



Joint Health and Safety Committee Meeting
Facilities
Thursday, August 27, 2026 – 10:30 AM
355 King Street West, Kingston, Ontario – Room 136B

Labour	5/5
Management	4/5
Guests	4

Labour Representatives

First Name	Last Name	Role	Representative	Present
Steve	Senchal	Co-Chair	CUPE 229	Y
Kyle	De Smidt	Worker	CUPE 229	Y
Curtis	DeGraaf	Worker	CUPE 229	Y
David	Gerrish	Worker	USW 2010	Y
John	Adams	Worker	Non-Unionized	Y

Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	Y
Nathan	Splinter	Mgmt.	Management	Y
Matt	Savoie	Mgmt.	Management	Y
Phil	Wright	Mgmt.	Management	Y
Todd	Schonewille	Mgmt.	Management	N

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	Y
Orvil	Dillenbeck	Guest	Facilities	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Jared	Houston	Guest	CUPE 229	Y

1. WELCOME & INTRODUCTIONS

a) SS welcomed the committee and the meeting was called to order. b) Introductions of those in attendance were completed and quorum was met. c) Land Acknowledgement was conducted by SS.	Action for/by:
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2. ACCEPTANCE OF AGENDA

Motion: CD Seconded: DG Carried	Action for/by:
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3. ACCEPTANCE OF PREVIOUS MINUTES

Motion: AB Seconded: JA Carried	Action for/by:
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4. MEMBERSHIP UPDATES

- OD is in attendance for today's meeting as a guest. - JA is in attendance for today's meeting and will be going forward as a non-unionized worker representative.	Action for/by:
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5. UNFINISHED BUSINESS

a. Confined Space Program - The finalized program is now complete. It has been posted on the EHS website and will soon also be posted on the Facilities website. - Confined space awareness training is scheduled for September 24th and November 12th for all trades staff who require training. - EHS reached back out to Pinchin and BCE regarding a review of 18 confined spaces which are too small for a person to fit into. b. Inspection Workflow Procedure - Area Managers have been reviewing inspection deficiencies based on priority.	Action for/by: a. JM and NS to provide further update at the next meeting
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• The highest priority items include firestopping issues and housekeeping related to mechanical rooms. • The cleaning of mechanical rooms and addressing the existing hazards in these spaces is being reviewed. • Facilities is looking at hiring an external contractor to assist with the removal of leftover materials from previous construction projects. • The overarching goal is to clean up the existing issues campus-wide, then put in place a better process to proactively avoid similar situations from occurring. c. Chemical Safety – Custodian • Custodial staff had training two weeks ago, where staff received portable eyewash bottles, and their choice of PPE (goggles or face shields). • The next step will be to purchase and install permanent eye wash stations at to be determined locations. • In person WHMIS training will be offered to staff in the Fall, possibly over reading week. The exact date of training will be addressed at the next custodial townhall. d. Preventative Remediation for ACM • Management is actively going through the high-priority list, and GM has received quotes from Environmental. • This process will continue until all ACM locations are successfully remediated. e. Stantec Audit/Fire Safety Plan Update • 87 FSPs are currently outstanding. 26 are completed and installed in boxes, 15 are printed and awaiting Facilities to install a box for them to be housed, 11 are with KFR for approval, and 15 are with Guardian Safety for completion. • 1 FSP is in renovation (Agnes) which will be revisited in January. • 26 FSPs are with EHS for review and finalization. 24 of these are being put into the new template and being verified/updated. While 2 are brand new FSPs (Yellow House and the CHP). • All completed FSPs are uploaded into departmental Teams groups, which include department managers and JHSC team managers. • FSPs are verified annually and any changes to a FSP requires resubmittal to KFR.	b. AB and JM to provide further update at the next meeting c. MS to provide further update at the next meeting d. Item to be closed e. JM and AB to provide further update at the next meeting
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f. Water inflow problems – 355 King St. West - September 1st is the closing date for all tenders to be submitted for this project. - The goal is to have this project completed by November 2026. g. Pigeon Deterrent (Cooling Towers) - Quotes have been received and forwarded AN to purchase four units. - NS to follow up with AN regarding the status of this item. h. KCVI Update - EHS has sent a list of safety and security issues to Facilities, the aim is to complete all outstanding items on this priority list before Athletics can resume activities in the building. - The intent of the priority list and more air testing is to keep the building functional for Athletics to utilize until April 2027, then the building is to be closed. \$90,000 has been assigned for temporary measures to keep the usable spaces safe for various activities. - Contractors Environmental and Cupido have attended the site. - The Auditorium has been completely blocked off due to ACM. - Fire extinguishers have been checked and updated. - EHS will continue to do walkthrough inspections to verify safety and an Athletics supervisor is needed for the building to be used. i. 355 King St. West Basement Air Duct - EHS scheduled cleaning and air sampling, and this duct has now been cleaned and insulated. j. Worker Fatigue - Due to vacation conflicts, this meeting had to be rescheduled. - AB and worker members are now scheduled to meet in September.	f. AB to provide further update at the next meeting g. NS to provide further update at the next meeting h. JM to provide further update at the next meeting i. Item to be closed j. AB to provide further update at the next meeting
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6. INCIDENT REPORTS

There were no reported incident(s) since the last meeting.	Action for/by:
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7. INSPECTION REPORTS

a. Grounds Areas Inspection Follow-up - PW is actively working with JM on a map to define the different outdoor areas across Campus where each JHSC will be responsible for inspecting. - Trip hazards are going to be addressed by the Grounds team this Fall across Campus. - Areas of focus include Summerhill (previous slip and fall area), Nicol Hall (stairs behind building), Theological Hall (previous slip and fall area), Dunning Hall (stairs), Watson Hall (trip hazard near entry), Kingston Hall (area of concrete to be redone), Mitchell Hall (railing repair), and Rideau Hall/Chernoff Hall (stairs between buildings). b. Questions Arising from Inspections - Mechanical and electrical rooms with void/unexcavated spaces: EHS to review these specific types of spaces at the Etherington Auditorium and Kingston Hall. - Elevating rotating equipment: all belts on machinery should have guarding in place. However, there may be a height threshold for when a guard is required and when LOTO is better practice. - Grounding on multi-level stacked electrical rooms: work order to be generated for JP to look at this specific issue. Some examples of buildings which have this type of configuration include New Meds, Kinesiology, and Bioscience.	Action for/by: a. PW to provide further update at the next meeting b. JM to provide further update at the next meeting
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8. NEW BUSINESS

- A Committee member brought up that a recently constructed temporary staircase at Stirling Hall may not be up to code. - JM is going to follow up with the project manager and report the findings at the next meeting.	Action for/by: JM to provide further update at the next meeting
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9. EHS UPDATE

• EHS is hiring two new interns to assist with getting the new electronic platform Campus Optics up and running. • WHMIS has already been uploaded into Campus Optics. • Supervisor training is scheduled for September 15th, and Act and Regulations training is scheduled for September 30th. • SOP review is ongoing and any new updates will be put into the next EHS newsletter which is scheduled to be released in September. • The Scooter/E-Bike SOP is being finalized. • EHS is looking at the possibility of creating posters with for each JHSC. These posters would have members contact information and photos (if desired).	Action for/by:
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10. ROUND TABLE

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11. NEXT MEETING DATE

• The next meeting is scheduled for September 25, 2026, at 355 King St. West, room 136B at 10:30 AM.	Action for/by:
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12. ADJOURNMENT

Motion: KD Seconded: DG Carried – Meeting was adjourned at 11:24 AM.	Action for/by:
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