

Facilities
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday August 18, 2022, 1 pm
355 King St. W- Room 246

Attendance

Chaired By: Pierre Bartkowiak

Co-Chair: Steve Senechal

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

Management Reps: Christopher Bagshaw

Absent: Alexander Bien

Guest: Samuel Whyte

Recorder: Becky (Rebecca) Cavanaugh

Approved minutes from last meeting: YES

Approval of Agenda: YES

Committee welcomed new member and co-chair: Pierre Bartkowiak

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15.11 The current confined space inventory is out of date and some sites are not signed.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. Pinchin Ltd. Was hired and as of right now all these buildings have been assessed and they are working on writing up all the Confined Space Hazard Assessments and pushing them through their internal review process. So far, we have received Confined Space Hazard Assessments for 15 locations in 9 of those buildings and we expect to have the majority of these completed and in hand by the end of the month. They will move on to 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. **UPDATE:** Pinchin has stated that the report is completed and being reviewed by company for completion of scope of work before distribution to committee. Potentially ready for September meeting.

Assigned to: Steve Senechal

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. Committee recommended adding a check that these are installed on future inspections.

UPDATE: Committee recommends installing plastic sign holders in identified “Red Zone” areas so that an insert can be provided, and easily changed if needed. Fix-it should have a complete list of “red zones.” The still unmarked areas need to have the signs installed.

Assigned to: Chris Bagshaw

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: Committee member to verify that snow guard installation completed on Chernoff Hall. Still waiting to hear about when heat tracing will be completed on both buildings, ongoing.

Assigned to: Chris Bagshaw

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. Committee member to follow up with IT re: alternative solutions to access data.

UPDATE: EH&S to confirm if there is a universal password solution by September meeting

Assigned to: Dan Langham

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 and Mitchell Hall, 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. Need general flooding SOP

UPDATE: Process map on floods is being developed but not ready for distribution yet, ongoing.

Assigned to: Sam Whyte

22.07 Carpenter shop equipment at 355 King currently does not meet Ont. Reg. 851 section 24. Equipment has not been connected electrically to prevent use until a safety review of the equipment can be conducted.

UPDATE: Since last meeting it was decided that replacing the equipment with new will be the most cost effective solution, this is in process.

Assigned to: Chris Bagshaw

22.08 NEW ITEM ADDED: Workplace Inspections Streamlined

Committee discussed revising the process of workplace inspections to be more efficient. Potential to digitize the inspection forms for ease of access and less repetition. Also noted that some rooms do not have signage indicating their room number and committee should identify these on their reports so room #'s can be installed.

UPDATE:

Assigned to: Sam Whyte

REGULAR REPORTS

Accident Reports

New Accident Reported at meeting by committee member, no report yet received from EH&S

- Worker was hanging a light fixture and it was originally installed incorrectly resulting in the bracket hanging off to the side during application and it swung and hit worker in the eye.

LOST TIME: NO

RECOMMENDATION: For lighting instances such as this, safety glasses should be worn. Also, all other areas with the same incorrect light installation were corrected.

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.
 - Committee raised concern about HEPA filters being maintained and their filters changed. They suggest that each one should have a sticker/card for when serviced it can be signed and dated

Training:

- Committee would like to explore options for reducing the number of accidents in the department and increasing the time between injuries that resulted in lost time. Secretary will request the EH/S most recent injury stats for review at a future meeting. Example: Potential to reduce musculoskeletal injuries with introducing stretching exercise at beginning of shift

Building Inspections

- **No new ones reported this period**

Lost Time Injury Status

Days Free of Lost Time Injuries: 56 days since last reported injury as of August 17th, 2022

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday September 21, 2022**, In person, 355 King St W- Room 241

Distributed to:

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

