

**Facilities**  
**JOINT HEALTH AND SAFETY COMMITTEE**  
**Minutes of Meeting**  
**Wednesday July 20th, 2022, 1 pm**  
**355 King St. W- Room 241**

**In Attendance:**

**Chaired By:** Steve Senechal

**Co-Chair:** N/A

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

**Management Reps:** Christopher Bagshaw

**Absent:** Alexander Bien, David Gerrish

**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**15.11** The current confined space inventory is out of date and some sites are not signed.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. Pinchin Ltd. Was hired and as of right now all these buildings have been assessed and they are working on writing up all of 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:** No updates.

**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:** Committee recommends adding a check that these are installed on the inspection check lists, until all can be confirmed for each building.  
**Assigned to:** Steve Senechal

**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:** no current update

**Assigned to:** Chris Bagshaw ~~Matthew Barrett~~ – member left Queen’s

**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. 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.

**UPDATE:** Committee member to follow up with IT to see about alternative solutions to make this accessible on tablets for the workers. Alternatively recommend a master binder, or 1 per area for quick, simple reference to be updated by the committee once a year.

**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:** Note to add same issue at Mitchell Hall. Need general flooding SOP.

**Assigned to:** Christopher Bagshaw

**22.07 NEW ITEM ADDED:** 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

**Assigned to:** Christopher Bagshaw

## REGULAR REPORTS

### Accident Reports

**MAY 12, 2022:** Worker reports they were dismantling from a stand-on auto scrubber. When stepping off the machine, he reported that his right foot seems to have gotten caught on the step-paddle causing ankle to twist a bit. The employee had pre-scheduled vacation until May 18<sup>th</sup>, however once injured he was marked as lost time for Dates May 16-20 (5 shifts)

Medical recommendation was to be off 3-7 days, worker returned after 7 days on May 24<sup>th</sup>.

**LOST TIME:** Yes

**RECOMMENDATION:**

**MAY 24, 2022:** Worker reports they were working on a pump assembly on a dishwasher. During the re-install of the assembly, which was approx. 30lb and in awkward placement, his hand slipped and was pinched against the frame. This resulted in a cut to his finger. He received 1 stitch for the laceration.

**LOST TIME:** No

**RECOMMENDATION:** use thick leather gloves or assistance in circumstances like this

**JUNE 22, 2022:** Worker reported that she was descending staircase, slipped on construction debris ( small rock/gravel) and fell down 2 stairs. This resulted in bruising to tail bone, right arm, pelvic area. Expected return was on July 4<sup>th</sup>.

**LOST TIME:** yes

**RECOMMENDATION:** Ensure housekeeping is done in this area. Unsure if this is an isolated instance in this area due to lack of information provided. Could have been construction zone that should have been roped off.

### **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 was made aware that the caps are coming off the drinking fountains
  - Committee member to connect with Management re: assigning new members to the committee to replace members who have left the University
  - Chris will act as co-chair in the interim

### **Training:**

- JH&S Certification- 3 members have attended part one

### **Building Inspections**

- Gordon-Brockington Hall- Area 4
- Dunning Hall- Area 1
- Grant Hall- Area 3
- Kingston Hall-Area 3
- Ontario Hall-Area 3
- Cancer Research- Area 3
- Louise D Acton- Area 3

### **Lost Time Injury Status**

Days Free of Lost Time Injuries: 28 days since last reported injury as of July 20<sup>th</sup>, 2022

### **Next Meeting:**

The next safety meeting will be held at 1 pm on **Wednesday August 17, 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