

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

**Attendance**

**Chaired By:** Pierre Bartkowiak

**Co-Chair:** n/a

**Worker Reps:** Dave Gerrish, Johnathon Dillon, Viet Tran, Jesse Bambrick

**Management Reps:** Pierre Bartkowiak, Barb Wowk

**Absent:** Chris Bagshaw, Steve Senechal

**Guest:** n/a

**Recorder:** Becky (Rebecca) Cavanaugh

**Approved minutes from last meeting:** YES

**Approval of Agenda:** YES- Jesse and Dave

**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**15.11** The current confined space inventory is out of date and some sites are not signed.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. Signage is ready to be installed. Committee reviewed the new ones, new signage needs to be created for “Could be confined space” category as well as getting signage for the ones that are.

**UPDATE:** Signage received and to be distributed to each area for installation

**Assigned to: Chris Bagshaw**

**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.

**UPDATE:** Signage provided to Trade Helpers in each area with list and installation is in process. Draftsman has completed drawings with roofs with mixed access, they are also stored on the S drive.

**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. Still waiting to hear about when heat tracing will be completed on both buildings, ongoing.

**UPDATE:** Snow fence is installed at Gordon Hall

**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 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, process map on floods is being developed but not ready for distribution yet.

**UPDATE:** Ongoing, No update provided

**Assigned to: Sam Whyte**

**22.08** 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. Team members to continue to test and evaluate program.

**UPDATE:** Chris to meet with Barb Wowk to review QC abilities and if there is a more efficient way of creating forms. Recommend JHSC review inspection tasks and create a generic list with guidance from EH&S

**Assigned to: Sam Whyte/ Chris Bagshaw**

**22.12** Committee member brought forward the concern that the employees that monitor and "top up" the chemicals in heating and cooling loops are not the ones who maintain the equipment. This creates lack of communication of when chemicals are added and poses a danger when another employee works on the same equipment and does not know what/how much is in the tubing. The employees working on it (plumbers, steamfitters etc.) have no direction to wear PPE, like the fillers do. Recommendation is access to MSDS sheet and access to Veolia Insight platform.

**UPDATE:** Veolia link and log in/registration was provided to area managers and to be distributed to employees for access.

**Assigned to: Pierre Bartkowiak and Chris Bagshaw**

## **REGULAR REPORTS**

### **Accident Reports**

**December 13<sup>th</sup>, 2022:** The worker reported to his supervisor that he had returned into a building after discarding garbage outside. After entering, he slipped on stairs heading to basement. He did not observe anything on the stairs, but may have had snow on safety boots, from outside.

**LOSS OF TIME:** Worker lost 3 days, Dec 14, 15, 16. He returned to full duties and hours on December 19.

**RECOMMENDATION:** 3 points of contact on stairwells, use extra caution in inclement weather

### **Lost Time Injury Status**

Days Free of Lost Time Injuries: 36 days since last reported injury, as of Jan 18th, 2022

### **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.

### **Training:**

### **Building Inspections:**

### **Next Meeting:**

The next safety meeting will be held at 1 pm on **Wednesday Feb 15th, 2023**- 355 King St. W Meeting room 246

### **Distributed to:**

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