

Facilities
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday Dec 21, 2022, 1 pm
355 King St. W- Room 241

Attendance

Chaired By: Steve Senechal

Co-Chair: Pierre Bartkowiak

Worker Reps: David Gerrish, Johnathon Dillon, Steve Senechal, Viet Tran, Jesse Bambrick

Management Reps: Christopher Bagshaw, Pierre Bartkowiak, Barb Wowk

Absent: n/a

Guest: n/a

Recorder: Becky (Rebecca) Cavanaugh

Approved minutes from last meeting: YES

Approval of Agenda: YES- Jesse and Steve

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15.11 The current confined space inventory is out of date and some sites are not signed.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:** 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.

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

UPDATE: Roof signs are available and being installed with roof drawings on entry to space. Plan to check status of signage at next meeting to see if item can be closed.

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 being installed by grounds crew and the rest is deferred until spring.

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. EH&S to confirm if there is a universal password solution by September meeting. Trades have access to i: drive folder, area managers to work with IS&T to install desktop icons.

UPDATE: Education was provided at town hall, managers given details on how to access and to provide to their teams.

ITEM NOW CLOSED.

Assigned to: Pierre Bartkowiak

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, EH&S deferred review to January

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. Committee reviewed new system; Orange QC and provided feedback, changes to be made and then a trial will take place in one of the areas.

UPDATE: More adjustments to the template suggested and it will be an ongoing item. Hope to be used for all inspections in 2023. As it is used some rooms may be removed that are not inspected.

Assigned to: Sam Whyte/ Chris Bagshaw

22.12 NEW ITEM ADDED: Chemical Training/Handling

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 a 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.

Assigned to: Pierre Bartkowiak and Chris Bagshaw

REGULAR REPORTS

Accident Reports

November 14th, 2022: The worker reported that she was walking down the staircase at the Law Building, missed a step and twisted her ankle. The next day, Nov. 15, she called in reporting that she was unable to attend work. She returned on 16th to regular duties and hours.

Loss of Time: YES

Recommendation: 3 points of contact when using stairs

December 6th, 2022: The worker reported to supervisor that he had picked up boxes of paper towels and tweaked his back. The injury may have been due to positioning when lifting. Worker lost 2 shifts Dec 7/8 and had scheduled time off, then returned to next scheduled shift on Dec 11.

Loss of Time: YES

Recommendation:

Lost Time Injury Status

Days Free of Lost Time Injuries: 15 days since last reported injury, as of December 21, 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:

- Rideau Building
- 9 St Lawrence Ave
- 51 Bader Lane
- 32 Bader lane
- 96 Albert St.
- Robert Sutherland
- Mac-Corry
- Ellis Hall
- Agnes Etherington Art Centre
- Craine Hall
- Jackson Hall
- Old Meds Building
- Theological Hall
- Kathleen Ryan
- Humphrey
- Carruthers Hall
- Haynes Hall
- Mclaughlin
- Flemming Jemmett/Pollock
- Summerhill
- Clark Hall

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday Jan 18th, 2023**- 355 King St. W Meeting room 241

Distributed to:

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