

**Facilities**  
**JOINT HEALTH AND SAFETY COMMITTEE**  
**Minutes of Meeting**  
**Wednesday April 20 2022, 1 pm**  
**Microsoft Teams Virtual Meeting**

**In Attendance:**

**Chaired By:** Steve Senechal

**Co-Chair:** Matthew Barrett

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

**Management Reps:** Christopher Bagshaw, Michael McLean

**Absent:** Alexander Bien

**Guest:** Llynwen Osborne

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**15.11** The current confined space inventory is out of date and some sites are not signed.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

**UPDATE:** Pinchin Ltd. Was hired and as of right now all of 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

**Assigned to: Steve Senechal – NO UPDATE**

**19.01** Facilities and EH&S worked with a third party consultant to complete additional roof access modelling for buildings with fumehood 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:** SOP to be reviewed with trades staff.

**Assigned to: Steve Senechal – NO UPDATE**

- 19.09** A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled.  
**UPDATE:** In-person training to be scheduled in the Spring. – **Deferred until June/July**  
**Assigned to: Michael McLean**
- 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.  
**UPDATE:** Grounds Manager advised that materials were ordered and waiting on them to complete  
**Assigned to: Matthew Barrett**
- 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.  
**Update:** 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 Ongoing.  
**Assigned to: Steve Senechal**
- 21.02** The Department of Biomedical & Molecular Sciences reported an incident where a custodian mistakenly removed and disposed of biohazardous waste from a lab in Botterell Hall. Custodial services provided additional training in August 2021 to custodial staff. Environmental Health & Safety has suggested purchasing colour-coded containers in labs to assist with distinguishing between non-hazardous solid waste and hazardous/biohazardous waste.  
**Update: ITEM CLOSED**
- 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.  
**Update:** 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.  
**Assigned to: Christopher Bagshaw**
- 22.01** Committee member raised a concern about new key press stations at Kingston Hall and Watson, with no safety boards. Also, soon to be one at the ARC.  
**Update:** Still in process of updating safety boards, requested Carswell books for the stations and will obtain from safety officer.  
**Assigned to: Alex Bien**

## REGULAR REPORTS

### Accident Reports

- **March 3<sup>rd</sup>, 2022-** Worker reported she was lifting cardboard boxes from her cart when a box lid poked her in the eye. Her glasses were a bit foggy from coming indoors so didn't see how close box was. Her eye was swollen, red, watery. The worker reported that her eye had abrasions and sought medical attention. There were no limitations for her to return to work. She said her vision was a bit blurry and decided to stay home as a precaution.
  - **Lost time:** Yes. There was 1 day of lost time (1 overnight shift).
  - **Recommendation:**
- **March 7<sup>th</sup>, 2022-** Worker reported that he was carrying a mop bucket up stairs and hurt his back. He reported that the doctor believes it resulted in pulled muscles.
  - **Lost Time:** Yes
  - **Recommendation:** Elevators have been offline, this shouldn't be an issue once they are back up and running
- **ADDED AT MEETING: LATE ENTRY: March 28<sup>th</sup>, 2022-** The employee reported that he was entering a building on exterior stairs between Walter Light and Goodwin Hall, slipped on ice and fell. He returned to work the remainder of the week. After the incident occurred the employee continued to work the remainder of the week. No medical attention was sought and the employee advised on March 31<sup>st</sup>, if he did not have the pre-scheduled medical appt for an unrelated matter, he would not have sought medical treatment for this incident.
  - On Monday April 4<sup>th</sup>, the employee left a message for his supervisor that his doctor advised him to take time off for the week of April 4-8. The employers HR- Employee Wellness Service has left messages for the employee in an attempt to arrange modified duties to return, but there was no response from the employee. The employee had pre-scheduled vacation week of April 11-14 and has since returned to work.
  - **Lost Time: Yes**
  - **Recommendation:**

### 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.
  - **No new items introduced**

**Training:** Committee members require JH/S 1 and 2 certifications  
Facilities Staff requires first aid refreshers- to be scheduled

- CFAA – June
- Cross Connection Training – Spring

**Building Inspections**

Area 1: Stirling Hall

Area 2: in progress

Area 3: Abramsky Hall and Cataraqui Building

Area 4: in progress

**Lost Time Injury Status**

Days Free of Lost Time Injuries: 23 as of April 20<sup>th</sup>, 2022.

**(Last Lost Time Injury: March 28th, 2022)**

**Next Meeting:**

The next safety meeting will be held at 1 pm on **Wednesday May 18 2022**, In person @ Rideau Building room 229 and/or Microsoft Teams.

**Distributed to:**

JH&S Committee Members

Facilities Services Staff

Departmental Safety Boards

Central Heating Plant

Environmental Health & Safety