

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(November 13th at 9:00am)

Members Present: Jared Houston, Ali Basra, Xin Li, David Gerrish, Curtis DeGraaf, Philip Wright, Nathan Splinter, Matthew Savoie, Kyle De Smidt

Regrets: None

Recorder: Nicholas Nahorny

Guests: Dan Langham, Jennifer McKenzie, Brooke Maurier, Llynwen Osborne, Steve Senechal

1. Opening Session

The meeting was called to order by the chair at 9:00 am.

1.1. Approval of Agenda

- All attendees approved of the Agenda.

1.2. Acceptance of minutes of last meeting

- Due to an administrative error the September minutes need to be recreated, specifically action items, and distributed to the Committee for acceptance at a later date.
- Action items that need to be recreated include:
 - Confined spaces: inventory assessment and signage, program ETA
 - Chemical storage: Trades and Custodial
 - Fire safety: 65 buildings/2000+ extinguishers completed. 48 buildings/1000+ extinguishers still to inspect
 - Inspection increases: 1200+ inspection points/locations

2. Business arising from previous minutes

- See items carried forward in Section 5.

3. Monthly Incident & Injury Statistics

3.1. Incident Summary (last month)

TRIF, first aid, medical aid, lost time; trends and root causes.

- No injuries to report for September or October 2025.

3.2. Injury Statistic Dashboard

- EH&S has issued the 2024 Injury Report with University and Facilities data.

Action item: JH will share report with the Committee members, and the Committee will review the injury statistics on the next agenda in December.

4. Workplace Inspection Update

4.1. Completed Inspections - Status & Corrective Actions

- Workplace inspections are currently ongoing based on the schedule uploaded into OrangeQC by JH.
- Worker inspections have led to identification of reoccurring issues. A better hazard control process needs to be adopted.
- Housekeeping and lighting were identified as the most common issues in every building.
- Cylinder and light bulb storage were identified as possible areas of improvement.

4.2. Upcoming Inspection – CHP

Plan timing, scope, and inspection team for the CHP inspection.

- A space review needs to be conducted of the CHP to identify all areas that need to be inspected to ensure entries are ready for inspection in OrangeQC.

4.3. Upcoming Inspection – Grounds Workshop (West Campus Storage)

Plan a worker-led inspection of the grounds workshop and equipment storage area (OrangeQC: Area 2 > West Campus Storage), ensuring coverage of all applicable health and safety issues and equipment/work practices.

- Area 2 Grounds Shop is within the scope of this JHSC team and needs to be included in future inspections.
- Other Area 2 unassigned inspection areas include: Duncan McArthur Hall, the Waste Transfer Station (132 Grant Timmins Dr.), West Campus Energy Plant (West Campus chiller), and 300 Sir. John A.
- Mechanical spaces within the Coastal Lab are to be eliminated because they are not within the scope of this JHSC team.

5. Focus Items and New Business

5.1. Worker Refusal – Posting on H&S Boards

Ensure current Work Refusal Procedure and any related notices/outcomes are posted on all Safety Boards.

- Work refusal SOP needs to be reviewed with all Facilities Staff.
- A Committee member suggested potentially creating a quiz or highlighting this topic in a newsletter to send to staff.

Action item: DSO Josh Kenney to post Queen's SOP 14 (EHS SOP) on H&S boards (Trades & Custodial areas). AB to speak to LCL regarding quiz/newsletter.

5.2. Ministry of Labour Order – Asbestos-Containing Ceiling Tiles

Review the Ministry of Labour order, compliance status, communication, and required controls related to asbestos-containing ceiling tiles.

- The Ministry of Labour attended Duncan McArthur Hall and issued an order to a Queen's contractor regarding the handling of asbestos containing ceiling tiles.
- Queen's has reviewed this work with the contractor and obtained written confirmation that the tiles were moved in accordance with applicable legislation, codes, and Queen's procedures.
- Queen's has scheduled the removal of the asbestos-containing tiles indicated by the requirements of the order on the 2nd and 3rd floors within the next two weeks, using an external licensed asbestos abatement contractor.

Action items: AB will distribute this compliance order to the Committee for review. It will also be posted in the Dupuis Hall Area 2 Trades Shop and the Duncan McArthur Hall Key Press.

5.3. Jeffery 237 – Water Leak & Asbestos-Containing Floor Tiles

Update on water leak investigation, status of planned abatement, confirmation of whether the leak is causing tile uplift, and controls in place.

- There are currently no floor tiles in this room, the water leak seems to be coming in through foundation itself. This room has been completely abated.
- Summer 2026 there is an approved and funded project to replace the roof and membrane of this building. After this work is completed, the windows can be addressed for leaks.

Action item: This item can be closed.

5.4. Trades Storage Compliance

Storage of ceiling tiles, filters, and other materials; segregation, labeling, and fire-load considerations.

- There is an issue with ad hoc storage in mechanical and electrical rooms.
- Contractors working on new builds tend to leave 10% of total materials after job is completed.

- A Committee member confirmed that there is no storage to be allowed in electrical rooms at any time.
- A Committee member mentioned mechanical and electrical rooms should be restricted access only.
- A Committee member asked if it is possible to have some dedicated storage space for specific items (spent lights, ceiling tiles).

Action items: NS to ask Area Managers to work with trades to recommend one building per area to be selected for cleanup. AB to discuss contract requirements with PM team.

5.5. Corrosive Bagged Solids – Storage & Handling

Hazard identification, storage practices, labelling, SDS availability, PPE, and controls for corrosive bagged solids.

- Paper grout bags have been breaking down over time, creating the potential for worker exposure to the powder.
- The product is corrosive and presents respiratory hazards if not properly controlled. These bags have been identified in multiple buildings, commonly in penthouse spaces, and storage, labelling, and handling practices are being reviewed.

Action item: AB has scheduled a meeting with Area managers and will update the Committee at the next meeting or sooner.

5.6. Confined Spaces Program Review

- A Committee member provided an update that the confined spaces SOP is nearing completion.
- Regulation 632 outlines all components that must be part of the program. This regulation is being used as a checklist to complete the draft.
- Pinchin has completed two stages of building inspections to identify confined spaces on Campus and are actively working on stage three. The final report will be submitted to EH&S.

Action item: NS to complete draft and send it to the Committee for feedback before the December meeting.

5.7. TSSA Compliance and Variance Status

Overall TSSA compliance, including status of any variances.

- Periodic inspection for chillers was recently completed. Orders were issued for few missing signage on doors and door sweeps.
- There are two variances in place for orders that cannot be complied with TSSA, including:
 - Variance on an oil-fired boiler at the CHP.
 - Operating variance around staffing.
- As of today, we are in full compliance with TSSA.

Action item: This item can be closed.

5.8. Mixed-Use Rooms – Hazard Assessments

Spaces with electrical/communications equipment and other uses; confirm hazard assessments and signage. Examples: Biosciences 3592, Theological Hall – 2nd Floor

- A Committee member raised the question whether a hazard assessment should be completed for this specific example.

Action item: AB is going to visit this example and report findings back to the Committee.

5.9. Worker Member Representation – CUPE 229

Proposal to increase CUPE 229 appointed worker members from three (3) to four (4) to support inspection coverage, including grounds.

- A Committee member requested to have another worker member be added to the Committee to cover additional inspection workload.
- It was determined that this is a term of reference change and it would require a proposal to be submitted to EH&S for approval.
- A volume of work analysis needs to be reviewed (number of inspection points) in order to adjust the terms of reference.

Action item: JH & AB are going to work together on this proposal and then send to EH&S.

Adjournment

The Chair adjourned the meeting at 10:30 am.

Signatures

Employee Co-Chair

Management Co-Chair