

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(April 16th at 1:00pm)

Members Present:

Chris Bagshaw, Jared Houston, Theresa Morton, Steve Senechal, Xin Li and Curtis DeGraaf.

Regrets: David Gerrish, Lisa Crombie-Larmon, and Barbara Wowk

Guests: Laura Guzman, Dan Langham.

Opening Session

The meeting was called to order by the chair at 1:00 pm

1.1. Approval of Agenda

- All attendees approved the agenda.

1.2 Acceptance of minutes of last meeting

- The minutes were accepted as presented.

2. Business arising from previous minutes.

2.1 Posting of meeting minutes of JHSC Website (January 1.1)

- An email was sent to requesting the minutes to be posted on the website. Follow up is needed to ensure these are posted on the JHSC Website.

Action item: Send follow up email to EHS to request the minutes to be posted on the website.

2.2 Update to OrangeQC inspection checklist (January 2.2)

- Update completed. Checklists were added for the Area Shops and Key Press rooms.

2.3 Confined space signage Kingston Hall update (January 2.6, February 2.4)

- Additional context was provided about the door sign on Kingston Hall. The sign was intended for a pit located inside of the room, and it was not the room itself. A work-order has been put in place to have the sign removed from entry door and placed on top of the pit.
- A committee member recommended that the initial report on confined spaces procedures to be shared with the rest of the committee for review. As well, a review of missing signage will be conducted to ensure all pits have appropriate signage.

Action Item: CB to share and add report to shared drive for committee to access. Plan to audit existing signage for accuracy.

2.4 Flood electrical hazard SOP update (January 2.5)

- DL reviewed previous work and noted that there is not a specific SOP for flood electrical hazards. He was able to identify a comprehensive document that detailed procedure for floods in general and procedures in the presence of different hazards. DL proposes using this source document to extract the relevant section and build on it to create a flood electrical hazard SOP.

Action item: DL to develop on drafting a flood entry SOP that incorporates hazards other than only electrical.

2.5 Fire extinguisher monthly inspection SOP recommendation (February 3.5)

- Written recommendation was submitted to EH&S.

2.6 Powder-based material storage update (February 3.6)

- A review is being conducted of what items should be removed from the area and what items need to be kept on site. Additionally, there has been discussion on best practices to store the materials needed on site. This project will continue as team members work through storage spaces.

3. Workplace Inspection Update

3.1. Review 2025 inspection schedule Orange QC

- The Committee reviewed the 2025 inspection schedule together. The updates included re-assigning buildings, area changes, remove inactive buildings and adding items to the checklists. Changes were reviewed and approved by attendees.

3.2. Central Heating Plant Inspection and Underground Parking mechanical/storage areas

- It was suggested that the entire Central Heating Plant to be added to the Orange QC JHSC inspections. The members suggested coordinating with CHP engineers to perform joint safety inspections of the plant.
- It was suggested that fire extinguishers located in the underground parking areas should be added to the JHSC regular inspections. Follow-up is needed on who has overseen regular inspections.

Action item: CB to follow-up with By-law Officers about fire extinguishers inspections.

4. Injury Report

- The Committee reviewed an injury incident associated with carrying a heavy load and resulted in a back injury. Management talked to the worker after the incident to review the causes. The worker recognizes that he performed an awkward movement. Management reminded the worker of the importance of using lifts when the area and workflow allows for their use.
- Going forward the committee will also review the incident report to provide further details of the incident.

5. New Business

5.1. Certification refreshers requirements and review number of certified Committee members.

- DG and CB will be taking refreshment this year.
- TM would like to pursue certification. Request to be reviewed with Management.
- CD will be providing a copy of his certificate obtained elsewhere. DL will be reviewing if it can be applied.

Action items: CD to send a copy of his certificate to CB and DL for review.

5.2. Fire pumps inspections

- A concern was raised that fire pump inspections might not be completed weekly. Management is currently reviewing current practices and requirements in consultation with EH&S.

5.3. Review Hazard Report Form Usage

- The chair discussed with Committee members to remind fellow employees to please speak with their managers if there is an immediate risk that can be resolved, noting all employees can complete a hazard reporting form. The worker co-chair reiterated that workers have a right to participate in hazard identification either verbally or in writing.

5.4. Review SOP-CHEM-08 Guidelines

- In a recent inspection of Botterell Hall penthouse, the inspector found fuel can which was of gasoline. During the discussion, a Committee member mentioned that the gasoline is commonly used for pressure washers that are stored in that area. Additionally, the Committee member brought up that there are currently no cabinets for flammable liquids.

Action item: CB to review alternative storage locations with flammable liquid cabinets.

Adjournment

The Chair adjourned the meeting at 2:01 pm.

Signatures

Employee Co-Chair

Management Co-Chair