

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(March 26th at 1:00pm)

Members Present:

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

Regrets: David Gerrish.

Guests: Laura Guzman, Arsheen Kaur Ahuja, Dan Langham, Lisa Crombie-Larmon and Philip Wright.

1. 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.
- A new committee member was introduced (CD).

1.2 Acceptance of minutes of last meeting

- The minutes were accepted as presented.

2. Business arising from previous minutes.

2.1 Fire Safety Compliance Update from EHS re: Written Recommendation

- An update on the progress of the review plan was provided to the committee. The current fire safety plan (FSP) review has divided the work into two sections, one section encompasses all buildings with a current plan that requires updating. The second section covers all buildings currently without an FSP.
- EHS has been consulting with Kingston's Fire Department on the process for flagging changes to existing plans and the threshold of change that would trigger a re-review and approval by the fire department. EHS has also been discussing the timelines for the completion of the new fire safety plans since the new plans will need to be reviewed and approved by the Fire Department prior to implementation. There is alignment with the fire department on the timing of the work.
- The results from the current review and the addition of a 3rd party consultant to the EHS Department has shorten the estimated timeline for this project. The current projection is 12 months, which aligns with the timeframe suggested by the committee when the topic was first discussed.
- EHS is conducting an audit of fire safety boxes across campus. Data is being collected regarding location of current fire boxes. The audit aims to ensure they are located correctly in the buildings and to identify any buildings where a box is needed.

- EHS successfully filled the vacant Safety Technician position. This technician will facilitate monthly and yearly testing across campus and has started the process.
- Fire Extinguisher review has been conducted by an external contractor. The contractor inspects and replaces out-of-date extinguishers. Thus far 24 buildings have been completed. All residential buildings are programmed to be inspected during the summer months when the buildings are not occupied. The current estimated date to complete the inspection across all campus buildings is the end of the year.
- The project of developing an electronic tracking system for fire extinguishers has been delayed due to staff absences within the EHS department. However, data has been collected by the external contractor performing updates to allow the manual tracking of future inspection dates.
- A concern was raised about accessibility of inspection information on extinguishers if there is a full transition to electronic record keeping. A recommendation to keep physical tags on the extinguishers in addition to the electronic record was noted.

2.2 Fire Watch require trouble indication (SOP-Fire-04 Sections 13 and 17E).

- The availability of equipment for the Fire Watch SOP and current storage location was raised. Available training programs were also discussed. The committee was informed that there is no formal training those taking the role of fire watch, however, they should have awareness of the SOP requirements. As well, the committee noted that the fire watch equipment is currently being stored at Fix It and workers can request it when they are scheduled to do hot work.

Action item: *CB will confirm the location of the fire watch equipment.*

2.3 Availability of equipment required under section 15.

- Due to time constraints BW was unable to provide details. She has committed to follow up on the subject.

2.4 Hazard report forms availability

- Printed copies have been posted in Lower level 355 King St Safety Board, Area 2/3 Trades shops for employees to access. Posting is still pending on Custodial Keypresses.

Action item: BW will follow up to ensure availability of report forms at Custodial Keypresses.

2.5 Eyewash stations in custodial closets

- Initial steps have been taken to incorporate this measure across custodial closets. Thus far, they have been installed in the new JDUC closets. BW has been consulting with another comparable size organization on how to best incorporate them into existing closets. She continues to work on collecting information and creating an implementation plan. The committee advised that stand alone eye wash stations to be avoided.

2.6 Plan assessment of Facilities vehicles

- The committee was informed that the vans undergo a yearly inspection.

- CB has been developing an inspection form for the JHSC inspections which a draft will be reviewed at the next committee meeting.

2.7 Monthly Incident Reports

- One injury report was sent for review in March. The worker suffered a minor injury while cleaning up broken glass. The form was not clear on whether proper protection and protocol were followed at the time of the incident. Follow up is needed.

Action item: Follow up with employee and manager to gather more information on the incident.

3 Workplace Inspection Update

3.1 Identification of buildings/areas that need to be added to schedule; KCVI, E. Macgillvary-Brown, CHP, etc.

- CB has been updating building information on Orange QC. He will continue to adjust the inspection schedule.
- The current inspection area distribution is DG (Area 1), XL (Parts of Area 2 and High Voltage rooms), TM (rest of Area 2), JH (Area 3) and CD (Area 4).

Action item: CB to add CD to Orange QC and add him to the inspection schedule.

3.2 Refinement of schedule. Prioritizing spaces that are coming up on 12 months since last inspection.

- CB currently updating this information based on previous years inspection schedule.

3.3 Grounds inspections

- The grounds manager was invited to take part in this committee meeting as a special guest to provide his expertise.
- The committee was informed that informal inspections of grounds are performed regularly, and issues are reported to fix it when they are uncovered.
- BW AND PW gathering information from other Universities about inspection templates. Once the final criteria have been identified, BW will finalize building a Grounds Inspection Template in Orange QC.
- A member of the committee suggested incorporating geo-location information on the reports to ease identification and future remediations. He suggested that commercially available software allow users to pin their location so they can add it to their report. BW to follow up w/ Orange QC to see if GPS can be incorporated, but unaware.
- A suggestion was made by a member of the committee that inspections should be performed during the summer due to increase visibility of tripping hazards. As well, other members suggested comparing the risks during the winter and the possible hazards associated with inclement weather.

Action items: BW to continue developing an inspection form.

3.4 Review reporting to ensure full inspection of all spaces in each building.

- The committee discussed on the importance of completing all areas in the inspection zone. A gentle reminder to all inspectors to ensure that areas that need to be covered include custodial, mechanical, and electrical rooms.

4 New Business

4.1 Annual committee evaluation plan

- The evaluation plan was tentatively scheduled for the May committee meeting. Confirmation is still needed.

Action item: Co-Chair to schedule the evaluation plan.

4.2 WHMIS Refresher Training

- It was noted that the refresher WHMIS training compliance should be analyzed as some members annual training may have lapsed. WHMIS refresher training is to be completed annually.

Action Item: Employee list to be provided to EH&S to determine if there are gaps. Refresher training to be scheduled for 2025.

Adjournment

The Chair adjourned the meeting at 2:01 pm.

Signatures

Employee Co-Chair

Management Co-Chair