

## Minutes

### MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(May 21<sup>st</sup> at 1:00pm)

#### Members Present:

Chris Bagshaw, Jared Houston, Xin Li, Curtis DeGraaf, David Gerrish, Lisa Crombie-Larmon, and Barbara Wowk

Regrets: Theresa Morton and Steve Senechal

Guests: Dan Langham and Laura Guzman.

#### Opening Session

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

- **Approval of Agenda**

- All attendees approved the agenda.

#### 1.2 Acceptance of minutes of last meeting

- Amendments to the circulated minutes were proposed by the co-chair. It was proposed that points 3.2, 5.2, and 5.3 from the last meeting minutes are modified for clarity.

*Action item: April minutes will be reviewed to include proposed changes. The amended minutes will be re-circulated to Committee members for future approval.*

#### 2. Business arising from previous minutes.

- **Fire extinguisher monthly inspection SOP recommendation review response.**

- The SOP recommendations response was circulated to all members of the Committee prior to the meeting. The response met the expectations of the members and offered clarification about monthly tag inspections on fire extinguishers. The EH&S reported that compliance with service requirements will be added to annual inspections checklist.
- A Committee member raised a question regarding reporting issues found during monthly inspections and whether this information is transmitted directly to EH&S and the fire safety coordinator. DL answered that the current system does not automatically notify them, but he proposed that if concerns are identified during monthly inspections, the inspector should email EH&S to let them know and they will act accordingly.

Action item: CB to look if Orange QC has an option to automatically notify EH&S if an issue is reported on the monthly inspection report.

#### 2.2 Confined space assessment review

- Identified confined spaces are currently being reviewed by EH&S and CHP team members to ensure signage is in place and accurate.
- The current confined space entry SOP is required to be updated to reflect current regulations. Maintenance teams do not currently perform confined space work. The committee discussed the requirement for a confined space program which has additional elements than the existing SOP. A member asked for the existing documents to be shared with the committee.

Action item: Management to work with EH&S and CHP units to update SOP and develop required documentation for confined space entry program.

### **3. Workplace Inspection Update**

#### **3.1 Review re-distribution of inspections**

- The Chair announced that TM has resigned from her position at the Committee. TM's inspection schedule and responsibilities will be re-distributed among existing members of the Committee.

#### **3.2 Review Mechanical Room Inspection list**

- A suggestion was made to add a line on the inspection list to clarify how chemicals need to be stored at mechanical rooms.

*Action item: CB to add line on Orange QC about storage of chemicals based on label.*

#### **3.3 Clarification on emergency generator fuel storage**

- Emergency generator fuel storage inspections are inspected by a 3<sup>rd</sup> party for compliance. If storage systems are not compliant fuel delivery companies will not fill them.

### **4. Injury Report**

- An injury report was submitted to the Committee for review. The worker was undergoing training and knelt on a surface covered with a stripping chemical. After the person noticed an uncomfortable sensation, they moved from the area and upon visual inspection their skin appeared red. First aid was provided and the protocol for chemical exposure was followed (area was washed with cold water for 15 minutes and a change of trousers was provided). The worker was then taken to the emergency room for further medical assistance. The worker was able to return to work.
- A Committee member asked to review the content of the training material and if the worker was instructed to follow the waxing and stripping SOP.

*Action item: BW to follow up with sharing the training material.*

### **5. New Business**

### **6. Agenda Items moved to next meeting.**

- **Committee Evaluation**
- **Jeffrey Hall room 237 review and update**

### **Adjournment**

The Chair adjourned the meeting at 1:58 pm.

### **Signatures**

Employee Co-Chair

Management Co-Chair