

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(December 18th at 1:00pm)

Members Present:

Chris Bagshaw, Jared Houston, David Gerrish, Xin Li, Theresa Morton, and Barbara Wowk

Guests: Dan Langham, Lisa Crombie-Larmon, Steve Senechal, and Laura Guzman

1. Opening Session

The meeting was called to order at 1:00 pm

1.1. Approval of Agenda

1.2. Minutes from the Last Meeting

- A request to amend the agenda was raised by a committee member to include an action item regarding the distribution of copies of the Fire Plan Template and the inclusion of a concern raised regarding time for completion of fire plans evaluation. Committee member suggested that a 12-month timeline should be contemplated rather than the 36 months proposal.
 - Follow-up on fire testing results.
- Review contractor process working in Facilities spaces follow company standards of equal or greater safety protection to Queen's standards.
- Flood electrical hazard SOP update request
- Review of Incident reports
- Fendall eye wash station supply issues
- Inspections status update and priorities
- Worker representative issues from inspections - please prepare 1 deficiency for discussion
- Review of the current confined space process
- Discuss access to CHP and arrange a plan for the site inspection

2. Business Arising from the Agenda

2.1 Inspection Status Update and Priorities

- Committee member inquired about the estimated time of completion for third-party inspection of the pool pit with the new pump installation. Further information was required and will be provided to EH&S to provide estimated time of completion.

- Committee reviewed summary document that aligned with the monthly inspection report. The report highlights what inspection reports were available as of December 10, 2024.
- Committee discussed the updates to be uploaded to portal, these updates will allow to compare the scheduled inspection against the ones that were completed in that timeframe.
- Committee members to work on completing inspections on the area 4 buildings prior to the end of the calendar year.

Action item: A new scheduled will be uploaded to Orange QC to support monitoring of completed and pending inspections.

2.2 2025 Inspections Scheduling

- See above action. Schedule to be created utilizing Orange QC and shared with the committee for review at the next meeting.

2.3 CSS Chemicals Safety Update Request Including Eye Wash Stations

- Committee member raised concern from custodial services team members regarding unlabelled chemicals in custodial rooms.
- Member was informed that the list of approved chemicals is in the front of the SDS Binders
- Custodial team is in progress of an on-going project conducted by a custodial team member who is keeping a spreadsheet of all available stock in custodial rooms. The purpose is to ensure all rooms are properly assigned and stocked. Offered to share w/ committee member if interested.
- Committee member raised concern regarding the requirements of eye wash stations in custodial chemical locations.

Action item: Custodial team to investigate requirements of eye wash stations in custodial chemical locations and potential solutions.

2.4 SDS Review Water Treatment Chemical Requirements

- Concern raised regarding chemical handling and PPE for team members.
 - Committee discussed team member interaction with no-diluted chemicals, training, and available PPE. The workers are provided with information about safe handling, chemical concentration after dilution.

Action item: Operations team to review chemical storage methods to prevent spills or splashes.

2.5 Motion to Request November Fire Alarm Test results.

- The committee discussed the distribution of fire safety testing results among the members of the committee.

- The committee was presented some results to the committee as an example of how they are being completed. A committee member requested a copy of the inspection.

2.6 Review Contractor Process Working in Facilities Spaces Follow Company Standards of Equal or Greater Safety Protection to Queen's Standards

- Discussion rescheduled to next meeting.

2.7 Flood Electrical Hazard SOP Update Request

- Discussion rescheduled to next meeting.

2.8 Review Current Confined Space Process

- Discussion rescheduled to next meeting.

2.9 Discuss Access to CHP and Arrange a Plan for the Site Inspection

- Discussion rescheduled to next meeting.

2.1.1 Incident Reports

- Incident reported of a custodial team worker of an injury sustained by a worker on the early morning hours. The committee reviewed the incident and discussed the impact of illumination in the area.
- Incident reported of an electrician worker sustaining a minor injury while completing training with a third-party company. The injury occurred while on a scissor lift and the worker is unsure of the mechanism of injury.
- Incident report of a caretaker worker that sustained a minor injury while pushing a cart down the hall. No workplace condition or activity was reported as the cause.

3. Next Meeting

The following items will be reviewed in the next meeting:

- Review Contractor Process Working in Facilities Spaces Follow Company Standards of Equal or Greater Safety Protection to Queen's Standards
- Flood Electrical Hazard SOP Update Request
- Review Current Confined Space Process
- Discuss Access to CHP and Arrange a Plan for the Site Inspection

The next meeting will be on January 22nd at 1:00 pm.

Adjournment

The Chair adjourned the meeting at 2:10 pm.

Signatures

Employee Co-Chair

Management Co-Chair