



Joint Health and Safety Committee Meeting
Facilities
Wednesday, June 17, 2026 – 8:30 AM
355 King Street West, Kingston, Ontario – Room 136B

Labour	4/5
Management	4/5
Guests	3

Labour Representatives

First Name	Last Name	Role	Representative	Present
Steve	Senechal	Co-Chair	CUPE 229	Y
Kyle	De Smidt	Worker	CUPE 229	Y
Curtis	DeGraaf	Worker	CUPE 229	Y
David	Gerrish	Worker	USW 2010	Y
Xin	Li	Worker	Non-Unionized	N

Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	N
Nathan	Splinter	Mgmt.	Management	Y
Matt	Savoie	Mgmt.	Management	Y
Phil	Wright	Mgmt.	Management	Y
Todd	Schonewille	Mgmt.	Management	Y

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Brooke	Maurier	Guest	Facilities	Y

1. WELCOME & INTRODUCTIONS

a) SS welcomed the committee and the meeting was called to order. b) Introductions of those in attendance were completed and quorum was met. c) Land Acknowledgement was conducted by SS.	Action for/by:
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2. ACCEPTANCE OF AGENDA

Motion: NS Seconded: CD Carried	Action for/by:
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3. ACCEPTANCE OF PREVIOUS MINUTES

Motion: MS Seconded: NS Carried	Action for/by:
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4. MEMBERSHIP UPDATES

TS has officially joined this Committee as a management member and is in attendance for today's meeting.	Action for/by:
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5. UNFINISHED BUSINESS

a. Confined Space Program - The overarching program (review component) and the SOP's (operations and awareness) have now been completed. - The final component of the program (training) is the last part of the program to be finalized. - JM has contacted the Area Managers to look for potential dates for Confined Space Awareness training, which all trades will receive. - Specific individuals from the trades staff may receive Confined Space Entry training, while most of the CHP group has already completed this training. - Confined Space Rescue training is still being debated between in-house training or to be fulfilled by a third-party contractor.	Action for/by: a. JM and NS to provide further update at the next meeting
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b. Inspection Workflow Procedure/Revised Inspection Schedule • Worker members have been designated to specific Areas to complete inspections, while Area 1 is divided between SS and DG. • The inspection schedule for high-voltage rooms is for all Areas, and these inspections are completed by XL. • All buildings and high-voltage rooms are inspected on an annual basis. • BM and JM are going to investigate the issue with OrangeQC regarding the classification of inspection deficiencies. c. Chemical Safety – Custodian • The canvassing of custodial staff is ongoing regarding PPE preferences (googles vs. face shields). • Portable eye wash bottles for custodial carts have been ordered. • Discussions are continuing between installing plumbed in eye wash stations or ordering stand alone units. d. Preventative Remediation for ACM • Review of ACM remediation is underway; JM is going to send the priority list to TS. • There will be an annual budget for ACM remediation projects, beginning with the poorest condition buildings first. e. Stantec Audit/Fire Safety Plan Update • Currently, 87 buildings require a Fire Safety Plan (FSP). 22 buildings have current, approved FSP's in installed boxes, and 2 more FSP's are completed and awaiting Facilities to install a box to store it. • Additionally, EHS has 6 more FSP's completed and in the process of requesting installation. • 3 FSP's are with KFR for review, 22 are with Guardian for review, and 34 more are with EHS for review and finalization before moving them to KFR. • KFR is scheduled to be on-site at An Clachan Community Housing for a review on June 22nd. • New FSP's and FSP's older than 12 years or plans that have had significant changes are going to be sent to KFR for review (26 more). • Parking garages FSP's have been sent to KFR as requested in the Stantec audit. • 80, 82, and 84 Barrie Street do not require an individualized FSP because they are included in the scope of the School of Medicine's FSP.	b. MS and BM to provide further update at the next meeting c. MS to provide further update at the next meeting d. TS to provide further update at the next meeting e. JM and AB to provide further update at the next meeting
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- Furthermore, these buildings are below the occupancy requirement for needing a standalone FSP.
- Fire extinguisher tags have been deployed in 22 buildings so far (1000 tags in total).
- 2000 more tags have been ordered, and the goal is to have them installed by September 1st.
- EHS is looking at removing the hoses from fire hose cabinets, as these hoses are no longer compatible with KFR's equipment.
- Instead, EHS would like to have a hookup installed in each cabinet which is compatible with KFR's fire hoses.
- EHS is in the process of submitting a request for approval from KFR. Academic buildings are going to prioritized first, then move to residence buildings.

f. Water inflow problems – 355 King St. West

- Projects is aiming to receive tenders in early July, and construction to potentially begin as early as August.
- This project will likely include the demolition of the concrete slab, stairs, and some trades areas in the basement.
- Afterwards, the reconstruction will include new stairs to enter the building and a ramp for Postal Services.

g. Flood Hazard SOP

- JM is going to upload an updated SOP this week to the Teams Group for the Committee to review and provide feedback.

h. Student Room Entry SOP

- KD received feedback from trades staff in Area 4, and there were three areas of concern identified.
- These concerns included single entry liability, residence issued badges for staff, and escort arrangements for contractors.
- MS is going to finalize the SOP to include these changes and then post the updated SOP to the Teams group for the Committee to review and provide feedback.

i. Pigeon Deterrent (Cooling Towers)

- BM has model information and pricing for this solution, and the cost is less than doing annual cleaning of problematic areas.

f. AB to provide further update at the next meeting

g. JM to provide further update at the next meeting

h. MS to provide further update at the next meeting

i. NS and BM to provide further update at the next meeting

- NS, TS, and Area Managers to determine the worst buildings and prioritize these locations first.
- The immediate areas of concern include West Campus, Gordon Hall, Stauffer Library, and potentially Goodes Hall.
- NS to update list of buildings needing deterrents and scope of the project.

6. INCIDENT REPORTS

- There was no reported incident(s) since the last meeting.

Action for/by:

7. INSPECTION REPORTS

a. Grounds Areas Inspection Follow-up

- PW has received a list from EHS which includes all the locations over the last four years where incidents have occurred.
- Additionally, the Grounds team is prioritizing historical trouble areas around Campus that can be fixed in-house.
- Funding has been received to repair the area near Kingston Hall where the recent trip and fall incident occurred.
- Grounds have identified other areas which require funding to repair deficiencies.
- JM has reached out to other Universities for their processes regarding grounds inspections.
- The discussion of generating maps which indicate the areas/limits each JHSC is responsible for inspecting is still ongoing.

Action for/by:

a. PW to provide further update at the next meeting

8. NEW BUSINESS

- Air quality testing was completed at KCVI, as different groups were using the building for storage and Athletics was using the building for recreational events.
- The findings included water infiltration issues, falling debris, mould, and ACM.
- EHS is working closely with various groups to remove their items in storage and with Athletics to cease any further activities.
- Due to the findings from this investigation, access to part of KCVI is restricted and requires special permission from EHS.

Action for/by:

9. EHS UPDATE

- EHS is close to formally signing a contract with Campus Optics for the new EHS electronic platform. More meetings are scheduled for July, and the goal is to have the program operational by January 1st, 2027. - EHS continues to receive an increased number of incident reports, which we feel stems from increased training and communication regarding the requirements to report. - However, there is still an ongoing issue with incident reports not being completed correctly or fully. - New JHSC member training took place last week, and inspection training is scheduled this week with 25 registered participants. - SOP reviews are ongoing. The fume hood SOP was updated, and the new version will be released soon with more responsibilities for sign off procedures. - New training programs and videos are being developed, and the sharps safety training video is almost complete. - Lift device inspections are scheduled for July, Pinchin is continuing to address ACM throughout the summer, audible testing for chillers to be scheduled. - New EHS newsletter is scheduled to be released soon.	Action for/by:
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10. ROUND TABLE

	Action for/by:
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11. NEXT MEETING DATE

The next meeting is scheduled for July 30, 2026, at 355 King St. West, room 136B at 1:00 PM.	Action for/by:
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12. ADJOURNMENT

Motion: KS Seconded: DG Carried – Meeting was adjourned at 9:51 AM.	Action for/by:
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