



Joint Health and Safety Committee Meeting  
Facilities  
Friday, May 22, 2026 – 10:00 AM  
355 King Street West, Kingston, Ontario – Room 136B

|                   |     |
|-------------------|-----|
| <b>Labour</b>     | 5/5 |
| <b>Management</b> | 3/5 |
| <b>Guests</b>     | 5   |

### Labour Representatives

| <b>First Name</b> | <b>Last Name</b> | <b>Role</b> | <b>Representative</b> | <b>Present</b> |
|-------------------|------------------|-------------|-----------------------|----------------|
| 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         | Y              |

### Management Representatives

| <b>First Name</b> | <b>Last Name</b> | <b>Role</b> | <b>Representative</b> | <b>Present</b> |
|-------------------|------------------|-------------|-----------------------|----------------|
| Ali               | Basra            | Co-Chair    | Management            | Y              |
| Nathan            | Splinter         | Mgmt.       | Management            | Y              |
| Matt              | Savoie           | Mgmt.       | Management            | Y              |
| Phil              | Wright           | Mgmt.       | Management            | N              |
|                   |                  |             |                       |                |

### Guests

| <b>First Name</b> | <b>Last Name</b> | <b>Role</b> | <b>Representative</b> | <b>Present</b> |
|-------------------|------------------|-------------|-----------------------|----------------|
| Jennifer          | McKenzie         | Guest       | EHS                   | Y              |
| Jared             | Houston          | Guest       | CUPE 229              | Y              |
| Lisa              | Crosbie-Larmon   | Guest       | Management            | Y              |
| Nicholas          | Nahorny          | Secretary   | Facilities            | Y              |
| Brooke            | Maurier          | Guest       | Facilities            | Y              |

## 1. WELCOME & INTRODUCTIONS

|                                                                                                                                                                                                 |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| a) AB welcomed the committee and the meeting was called to order.<br>b) Introductions of those in attendance were completed and quorum was met.<br>c) Land Acknowledgement was conducted by AB. | Action for/by: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## 2. ACCEPTANCE OF AGENDA

|                                       |                |
|---------------------------------------|----------------|
| Motion: KD<br>Seconded: SS<br>Carried | Action for/by: |
|---------------------------------------|----------------|

## 3. ACCEPTANCE OF PREVIOUS MINUTES

|                                                                                                                                                                                                                                                                                                                                                             |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Motion: KS<br>Seconded: CD<br>Carried<br><br><ul style="list-style-type: none"><li>Correction to previous minutes section 7. c. - When buildings are renovated or constructed and deemed ready for occupancy. Project Management will notify Area Managers first, who will then notify this Committee that the building is ready to be inspected.</li></ul> | Action for/by: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## 4. MEMBERSHIP UPDATES

|                                                                                                                                                                                                                                                                                              |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <ul style="list-style-type: none"><li>The Committee is looking for one new Management member, preferably this individual would come from the Project Management team.</li><li>New hire TS will eventually be replacing AB to participate as a management member on this Committee.</li></ul> | Action for/by: |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## 5. UNFINISHED BUSINESS

|                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| a. Confined Space Program<br><br><ul style="list-style-type: none"><li>EHS has 46 confined spaces left to have signs installed, Facilities staff assistance is required to help with these locations.</li><li>Two new potential confined spaces have been located near Tindall Field. EHS has contacted Pinchin regarding these spaces.</li></ul> | Action for/by:<br><b>a. JM and NS to provide further update at the next meeting</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

- The different options for Confined Space Awareness training are being considered, with internal training being the preferred choice.
- JM is looking into building an internal training program and will work with Area Managers to schedule and complete training, possibly by Aug/Sep 2026.

b. Inspection Workflow Procedure/Revised Inspection Schedule

- A preliminary building inspection schedule has been uploaded to the Teams group by KD.
- There is still work to be done to complete the inspection schedule as building inaccuracies have been discovered.
- The verification of building maps/drawings, rooms, new spaces, mechanical rooms, electrical rooms, etc. is ongoing.
- JDUC, DMH, and Douglas library have been proposed as the first buildings to be audited for accuracy.
- XL to verify high-voltage areas for inspection and then will update the schedule.
- Once schedule has been completed, worker members will notify BM to update OrangeQC.

c. Chemical Safety – Custodian

- All custodial PPE preferences are expected to be finalized by end of day (May 22<sup>nd</sup>).
- Next steps include ordering and distributing the PPE, and a custodial town hall to follow (aiming for July).
- Portable eye wash bottles are to be ordered, then will focus on the potential of installing permanent eye wash stations at select locations.
- The chemical Capdev 800 has been identified as hazardous when in a bottle with a spray nozzle attached. Any bottles found with this chemical with a spray nozzle attachment should be removed.

d. Preventative Remediation for ACM

- Facilities have received a priority list from EHS for the removal of ACM tiles in the worst condition across Campus, and these specific sites are identified in the HMIS system.

e. Stantec Audit

- AB has shared this report with SS, who then distributed it to the Committee.
- The Committee has requested monthly update on the progress of this item.

**b. MS, BM, and worker members to provide further update at the next meeting**

**c. MS to provide further update at the next meeting**

**d. AB to provide further update at the next meeting**

**e. AB to provide further update at the next meeting**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>f. Water Inflow Problems – 355 King St. West</p> <ul style="list-style-type: none"> <li>The design work for this project has been started, and the goal is to have it approved by the summer.</li> <li>Once approval is received, construction could potentially begin in the Fall.</li> <li>It is likely that the rear entrance to the building will need to be demolished to successfully complete this project.</li> </ul> <p>g. Flood Hazard SOP</p> <ul style="list-style-type: none"> <li>JM is reviewing comments from the Committee regarding this SOP.</li> <li>After all comments have been addressed, JM will adjust the SOP and send it back to the Committee for review.</li> </ul> <p>h. Student Room Entry SOP</p> <ul style="list-style-type: none"> <li>There have not yet been any comments received from the Committee about this SOP.</li> <li>The Committee has been asked to review the SOP and submit any comments by the time of the next meeting.</li> <li>KD is going to canvass Area 4 trades staff as well and report back to the Committee any comments and concerns.</li> </ul> <p>i. Fire Safety Plan Update</p> <ul style="list-style-type: none"> <li>There are 87 buildings requiring a FSP currently. 18 buildings have current, approved FSP's in the installed boxes, and 7 more FSP's are completed and awaiting Facilities to install a box to store it.</li> <li>3 FSP's are waiting on Kingston Fire and Rescue (KFR) approval. EHS has a scheduled meeting with KFR next week.</li> <li>2 FSP's are waiting for renovations of buildings to be completed, and 22 more FSP's are with Guardian Safety which will then be sent to KFR for review.</li> <li>33 FSP's are sitting with EHS for review, trying to align templates as close as possible for all and then will send to KFR for review.</li> <li>EHS has dedicated August to FSP's, and the hope is to have all completed by September 1<sup>st</sup>. EHS has additional Fire Safety personnel dedicated to assisting with having all FSP's submitted to KRP by the end of August.</li> <li>EHS is going to continue to work with contractors over the summer to assist with completing annual fire alarm testing.</li> </ul> | <p><b>f. AB to provide further update at the next meeting</b></p> <p><b>g. JM to provide further update at the next meeting</b></p> <p><b>h. JM and KD to provide further update at the next meeting</b></p> <p><b>i. JM to provide further update at the next meeting</b></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <p>j. Pigeon Deterrent (Cooling Towers)</p> <ul style="list-style-type: none"> <li>Facilities is looking to implement the successful solution at BMH for other locations across Campus.</li> <li>NS has found the pricing, SS or intern to take a photo of the exact model to be purchased.</li> <li>Stauffer Library, Gordon Hall, and West Campus will be the priority to install deterrents.</li> </ul> | <p><b>j. NS and BM to provide further update at the next meeting</b></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|

## 6. INCIDENT REPORTS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>There was one reported incident that occurred since this Committee's last meeting.</li> <li>The incident involved a custodian who was vacuuming a windowsill in Ontario Hall, when her vacuum nozzle bumped into a small cactus that was sitting on the window frame.</li> <li>The custodian attempted to grab the plant from falling, resulting in several cactus spines becoming embedded in her right thumb.</li> <li>This incident type was categorized as a foreign object which caused a cut or laceration.</li> <li>The root cause of this incident was determined to be failure to follow established procedures (blue specialist training), and failure to perform pre-task inspection.</li> </ul> | <p>Action for/by:</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|

## 7. INSPECTION REPORTS

|                                                                                                                                                                                                                                          |                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <p>a. Grounds Areas Inspection Follow-up</p> <ul style="list-style-type: none"> <li>No update given at this meeting</li> </ul> <p>b. Revised Inspection Schedule</p> <ul style="list-style-type: none"> <li>See Section 5. b.</li> </ul> | <p>Action for/by:</p> <p><b>a. PW to provide further update at the next meeting</b></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

## 8. NEW BUSINESS

|  |                       |
|--|-----------------------|
|  | <p>Action for/by:</p> |
|--|-----------------------|

## 9. EHS UPDATE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <ul style="list-style-type: none"> <li>EHS has selected Campus Optics as the new EHS electronic platform, which is now in the review stage with Legal. Update to follow regarding implementation.</li> <li>The JHSC Terms of Reference has been updated on the EHS website and has also been added to this Committee's Teams group.</li> <li>Ergonomic assessments are ongoing; individuals or departments must contact EHS to have an assessment scheduled.</li> <li>EHS has received an increased number of incident reports including from departments who did not report often before, which we feel stems from increased training and communication regarding the requirements to report.</li> <li>New JHSC member orientation is taking place June 10<sup>th</sup>, and worker inspection training is scheduled for June 18<sup>th</sup>.</li> <li>Safety officer training was completed May 6<sup>th</sup>, and supervisor training completed May 14<sup>th</sup>. More dates to be offered in the future.</li> <li>RFID tags for fire extinguishers are in process, and inspections are taking place weekly. The goal is to have all buildings tagged and online for September 1<sup>st</sup>.</li> <li>Workplace inspectors are encouraged to contact EHS directly upon discovery of serious health and safety deficiencies that require immediate attention.</li> <li>JH recently identified a fuel storage room that was incorrectly being used to store Athletics equipment, violating several requirements under the OFC, NFPA, TSSA, and ESA regulations. EHS met with Athletics and there is a plan to remove these items, and will verify this has been completed by next week.</li> </ul> | Action for/by: |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## 10. ROUND TABLE

|  |                |
|--|----------------|
|  | Action for/by: |
|--|----------------|

## 11. NEXT MEETING DATE

|                                                                                                                                                |                |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <ul style="list-style-type: none"> <li>The next meeting is scheduled for June 17, 2026, at 355 King St. West, room 136B at 8:30 AM.</li> </ul> | Action for/by: |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|

## 12. ADJOURNMENT

|                                                                            |                |
|----------------------------------------------------------------------------|----------------|
| Motion: DG<br>Seconded: NS<br>Carried – Meeting was adjourned at 11:07 AM. | Action for/by: |
|----------------------------------------------------------------------------|----------------|