

Facilities
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday September 21, 2022, 1 pm
355 King St. W- Room 241

Attendance

Chaired By: Steve Senechal

Co-Chair: Pierre Bartkowiak

Worker Reps: Viet Tran, Johnathan Dillon, Jesse Bambrick, David Gerrish

Management Reps: Christopher Bagshaw

Absent: Alexander Bien

Guest:

Recorder: Becky (Rebecca) Cavanaugh

Approved minutes from last meeting: YES

Approval of Agenda: YES

Unfinished Business

15.11 The current confined space inventory is out of date and some sites are not signed. Committee requested an updated list of confined spaces from EH&S. Pinchin Ltd. Was hired and as of right now all these buildings have been assessed and they are working on writing up all the Confined Space Hazard Assessments and pushing them through their internal review process. So far, we have received Confined Space Hazard Assessments for 15 locations in 9 of those buildings and we expect to have the majority of these completed and in hand by the end of the month. They will move on to creating Entry/Rescue plans for the specific types of entries that we will encounter on campus (Entering a manhole, a tank, a sump pit etc.), these plans can be used as templates for Facilities to create site specific Entry/Rescue plans in the future.

UPDATE: Report was not yet completed for review

Assigned to: Chris Bagshaw

19.01 Facilities and EH&S worked with a third-party consultant to complete additional roof access modelling for buildings with fume hood systems. Contractor assessed roof tops and provided a draft report. Report is being reviewed. See agenda item 16.10. The Roof Access SOP (SOP-Safety-18) has been released to Facilities Services for implementation. Signs continue to be installed where needed. Ongoing. Committee recommended adding a check that these are installed on future inspections.

UPDATE: ONGOING

Assigned to: Chris Bagshaw

- 20.01** Concern raised again regarding falling snow off of the roofs of Gordon Hall and Chernoff Hall (formerly agenda item 16.11). Slide guard installation is complete. Supplies ordered and waiting on them to come in/work to be completed. Still waiting to hear about when heat tracing will be completed on both buildings, ongoing.
UPDATE: Ongoing, Check same issue on MacLaughlin Hall and New Meds building
Assigned to: Chris Bagshaw
- 20.13** A committee member raised a concern that the trades and custodial groups are not all aware of how to access the SDS and HMIS Asbestos inventory databases. Committee member to follow up with IT re: alternative solutions to access data. EH&S to confirm if there is a universal password solution by September meeting
UPDATE: There is no universal password option but committee member looking it to installing the links directly on each shop computer to the PDF files
Assigned to: Dan Langham/Viet Tran
- 21.04** The committee raised a concern regarding the flooding at Robert Sutherland Hall this month. Electrical hazards were present and trades staff weren't presented with adequate information before entering. A standard operating procedure needs to be established to outline how to manage entry into flooding situations where electrical hazards may be present. Similar issue at Donald Gordon Centre and Mitchell Hall, still ongoing. Management is working with EH&S to develop an entry checklist when flooding is present in a building. Finding out if committee needs to provide anymore feedback prior to next meeting and if this item can be completed. Need general flooding SOP, process map on floods is being developed but not ready for distribution yet.
UPDATE: Ongoing, no update provided
Assigned to: Sam Whyte
- 22.07** Carpenter shop equipment at 355 King currently does not meet Ont. Reg. 851 section 24. Equipment has not been connected electrically to prevent use until a safety review of the equipment can be conducted.
UPDATE: All identified equipment has been replaced, guards installed, and this item is completed.
Assigned to: COMPLETED
- 22.08** Committee discussed revising the process of workplace inspections to be more efficient. Potential to digitize the inspection forms for ease of access and less repetition. Also noted that some rooms do not have signage indicating their room number and committee should identify these on their reports so room #'s can be installed.
UPDATE: Committee reviewed the template on Orange QC for health and safety inspections They provided feedback that resulted in some changes being made prior to a trial in one of the areas with the new system.
Assigned to: Sam Whyte + Chris Bagshaw

22.09 NEW ITEM ADDED: Floor Machines for Custodial

Staff has identified that custodial was advised to get distilled water from labs in their buildings, this has been confirmed as not distilled. They should be ordering the 4L distilled water jugs for filling the batteries on floor machines. The improper water use is causing the batteries to need to be replaced sooner. To complete the process, they should be donning PPE (gloves, goggles, gown?) prior to pouring in the water. Staff identified this is also not happening.

Assigned to: Christopher Bagshaw

REGULAR REPORTS

Accident Reports

- **July 8th:** Worker reported on August 18th that he had hurt his back on July 8th by lifting a swing machine into a van. He also reported on Aug 18 that he had sought medical attention on August 8th and physio on August 18th. The worker did not report any injury prior to Aug 18th.
 - **LOSS OF TIME: YES**
 - **RECOMMENDATION:** Stress the importance of early reporting of incidents, recommend 2 person lift practices

- **July 20th:** Worker reported that he was descending from 1st floor to a lower level at 355 King St. W. He tripped on the bottom step and fell to his knees and hands. He was off for 2 days due to a reported sore ankle, difficult walking and finger pain
 - **LOSS OF TIME: YES**
 - **RECOMMENDATION:** Proceed with caution in stairwells, the mentioned step has been repaired prior to meeting

- **Aug 9th:** Worker is not aware of specific date or even for this incident. The worker reported on August 10th, he sought medical attention on August 9th. There is potential the worker had a pre-existing skin disorder aggravated while performing his regular duties in an assigned building where the temperature was elevated due to hot and humid weather. Once the worker provided a medical note on approximately August 10, the supervisor attempted to assign the worker to a different location temporarily, but this was done after August 16th. The worker had lost time on August 11th, had a pre-scheduled vacation day on Friday, August 12, then had lost time on August 15 and 16.
 - **LOSS OF TIME: YES**
 - **RECOMMENDATION:**

- **Aug 11th:** Worker was investigating lack of power in a cubicle, slid out the desk and felt a pull in his left shoulder and bicep. He reported that pain increased over night. He had sought medical for unrelated issue on 18th and was advised to wear a sling. He then sought further medical, and LT began. Return date is expected to be August 29. (7 days lost time).
 - **LOSS OF TIME: YES**
 - **RECOMMENDATION:** Early reporting of incidents, again the suggestion of having mandatory stretching prior to shift, assistance when lifting heavy items is required

- **Aug 16th:** Worker reported that while replacing bulbs, the fixtures were installed incorrectly and required removal to access the bulbs. The bracket supporting the fixture struck the chair that it hangs from, and the bracket struck the worker's eye
 - **LOSS OF TIME:** NO
 - **Already discussed at previous meeting**

Joint Health & Safety Committee

- Review of new covid-19 related information, procedures or protocols, updates on how operations are going with new COVID-19 measure in place, and discussion of any concerns raised with members of the committee.

Training: no updates

Building Inspections:

- Union Garage
- Law Building
- Richardson Hall
- Chernoff Hall
- Leggett Hall
- Watts Hall
- Orr Tower
- Botterell Hall
- Queen's Substation

Lost Time Injury Status

Days Free of Lost Time Injuries: 7 days since last reported injury as of September 21th, 2022

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday October 19, 2022**, In person, 355 King St W- Room 241

Distributed to:

JH&S Committee Members
Facilities Services Staff
Departmental Safety Boards
Central Heating Plant
Environmental Health & Safety