

Facilities
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday November 17, 2021, 1 pm
Microsoft Teams Virtual Meeting

In Attendance:

Chaired By: Matthew Barrett

Co-Chair: Steve Senechal

Worker Reps: David Gerrish, Scott Cadieux, Jesse Bambrick

Management Reps: Christopher Bagshaw, Michael McLean, Alexander Bien

Recorder: Llynwen Osborne

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- 15.11** The current confined space inventory is out of date and some sites are not signed.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. The list of buildings has been identified and a consultant will complete the assessment.
UPDATE: Quotes were received in December 2020 but the project was delayed due to the pandemic. New quotes will be requested by the end of November. Contract signing will occur in December and a contractor will be on site in January 2022.
ARC pool pit to be added to the list of spaces to be reviewed and agenda item 20.10 has been closed.
Assigned to: Steve Senechal
- 19.01** Facilities and EH&S worked with a third party consultant to complete additional roof access modelling for buildings with fumehood 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. SOP to be reviewed with trades staff. Ongoing.
UPDATE: Chris Bagshaw to follow up with Operations team. Ongoing
Assigned to: Steve Senechal
- 19.09** A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled.
UPDATE: In-person training is being revisited as a result of reduced COVID restrictions in the province. Follow required with Director, Custodial Services.
Assigned to: Michael McLean
- 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.

UPDATE: Additional quotes to be requested for electrical heat tracing at Gordon Hall due to cost. Project pending 2nd quote and obtaining materials. Ongoing.
Assigned to: Matthew Barrett

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.

Update: Links for the SDS database and HMIS asbestos inventory to be emailed to all staff with instructions on how to bookmark their tablets for quick access. Investigating if ITS can install the programs on the tablets. Ongoing.

Assigned to: Steve Senechal

21.02 The Department of Biomedical & Molecular Sciences reported an incident where a custodian mistakenly removed and disposed of biohazardous waste from a lab in Botterell Hall. Custodial services to follow up with additional training and has requested Environmental Health & Safety provide colour-coded containers in labs to assist with distinguishing between non-hazardous solid waste and hazardous/biohazardous waste.

Update: Training was conducted in August. EH&S is conducting a review of lab waste containers for the purposes of standardizing lab waste containers for solid waste, lab waste and recycling. Ongoing

Assigned to: Alex Bien

21.03 The committee raised a concern that SOPs aren't being communicated to trades and custodial staff in a meaningful way, ie hazard reporting and roof access.

Update: Current process reviewed by the committee for recommendations. Committee discussed the idea of implementing regular in-person shop reviews of SOPS and the possibility of a designated safety and training coordinator within Facilities to focus on creating a safety culture and ensuring training.

Assigned to: Christopher Bagshaw

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.

Update: Management to review flooding incident and develop an entry checklist when flooding is present in buildings with electrical vaults.

Assigned to: Christopher Bagshaw

New Business

- No new business received.

REGULAR REPORTS

September 14, 2021, There is uncertainty over whether there is a specific occurrence. The worker reported a gradual onset injury caused by continuous lifting, moving, installing, bending

required to install and repair various equipment over 50 lbs in position for 24 years. Please see pg.4 section K.

Lost Time: No

Recommendation: Install lift on refrigeration truck.

September 27, 2021, Worker reported that she picked up keys at building and then began walking across campus to report to her shift starting at 6am. She reports hearing a noise, turning, stepped on uneven pavement and twisted her knee.

Lost Time: Yes

Recommendation: Grounds Manager will investigate physical improvements to this area.

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:

- Lockout/Tag, November 23, 2021
- Harness & Lanyard Inspections, Thursday November 25, 2021

Building Inspections

Area 1: ongoing

Area 2: ongoing

Area 3: ongoing

Area 4: Victoria Hall, Harkness Hall, John Orr Tower, University Club, Area 4 Shop (Rideau)

Lost Time Injury Status

Days Free of Lost Time Injuries: 51 days as of November 17, 2021.

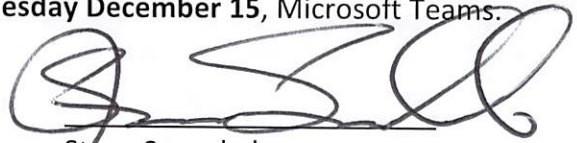
(Last Lost Time Injury: September 27, 2021)

Next Meeting:

The next safety meeting will be held at 1 pm on **Wednesday December 15**, Microsoft Teams.



Matthew Barrett
Chair



Steve Senechal
Co-Chair

Distributed to:

JH&S Committee Members

Facilities Services Staff

Departmental Safety Boards

Central Heating Plant

Environmental Health & Safety