

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Facilities Management

Worker Co-Chair:
Employer Co-Chair: Jeff De Leebeeck (Gary MacMillan videoconference)

Date: March 18, 2025

Time: 12:15 Noon
Location: FM Boardroom

AGENDA:

1. Roll Call	7. Review Education and Training
2. Determination of Quorum	8. Ongoing Business – Status of Action Items
3. Approval of Previous Meeting Minutes	9. Regulatory Inspections
4. Review Incidents	10. New and Other Business
5. Review Hazards and Concerns	11. Next Meeting
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	12. Meeting Adjournment

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Chisholm	UNIFOR	Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trent DeYoung	UNIFOR	M&E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jimmy George	UNIFOR	G&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair)	UNIFOR	Carpentry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sylvia Phee	UNIFOR	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Delaney (Alternate)	UNIFOR	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Purcell (Alternate)	UNIFOR	M&E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gary MacMillan (VC) /Jeff De LeeBeeck (Co-Chair)	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Campbell	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cory DeCoste	Maintenance and Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Walsh	Custodial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luc Venedam, Alternate	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VACANT, Alternate	Custodial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid, Advisory non-voting	Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker, Advisory non-voting	People and Culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Smith, Administration, non-voting	FM Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of five members.
- b. Worker representatives (workers who do not exercise managerial functions) and employer representatives (workers who exercise managerial functions).
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting? <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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CHAIR TO ASK IF THERE IS ANY NEW BUSINESS

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Dave Chisholm</u> Seconded by: <u>Trent DeYoung</u> <p>No changes to minutes as presented.</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. REVIEW OF INCIDENTS

See attached incident report:

- Monthly Incident List & Statistical Summary Report (*For any general corrective action information that requires discussion or action, please record under “New Business” e.g., make note of trends etc. Any incident-specific items and follow up requests are to be listed below*)

(* See Legend at end for Priority and Status Codes)

CA = Corrective Action (taken or suggested)

Incident Date	Priority	Description of Incident (Actions Taken/Need to be taken)	Assigned	Follow up	Status
9 Mar 25	E	MSD incident Worker was moving chairs in the library and pulled their right arm CA: Call supervisor to get help moving chairs	Worker		N
4 Mar 25	E	Fall Protection Violation on Chapel Roof DeCoste Electrical worker was on the roof installing camera without fall protection in place. Follow-up taking place with contractor. Trent asked for clarification about working on flat roofs (see New Business)	Doug		N
3 Mar 25	E	Cardiac event at Pool Same patron as last time. AED was not used this time. Restrictions being put in place for patron.			N
27 Feb 25	E	Worker was backing up to the FX Hall entrance when they hit the entryway and cracked the bumper of the van. CA: Unload items at Shipping & Receiving entrance CA: Laurie to look into backing up as a procedure on its own (2 nd incident)			N
17 Feb 25	E	Worker was cutting edge on trackless plow when they hooked a raised portion of the sidewalk in front of the chapel. The blade did not trip. The machine stopped instantly, and the operator was jarred. CA: Check with Green Diamond and warn staff of hazards	Doug		N
12 Feb 25	E	UTV Incident Worker was driving Kubota UTV in P2 when they hit a light pole. They were thrown forward and their head hit the windshield, smashing it into several pieces. Manufacturer confirmed that glass in unit is “safety glass” and must be replaced with the same type. They also noted that seatbelts	Doug		N

4. REVIEW OF INCIDENTS					
		and helmets are supposed to be worn, as stated in the owner's manual. Lost time incident. CA: Do not drive distracted CA: Wear your seatbelt (all employees!) – audits planned with consequences for violations.			
Feb/Mar	E	Slips trips and fall Five were reported since the last meeting. Improper footwear, not holding handrails and unsafe surfaces are all contributing factors.	Laurie	Ongoing	N

5. REVIEW OF CONCERNS/HAZARDS					
<p>Concerns and/or hazards should be raised with the employee's supervisor. If it cannot be resolved or is not acted upon, it should then be escalated to a JOHSC member. Review below and update, then follow with Around the Table.</p>					
(* See Legend at end for Priority and Status Codes)					
Date Raised	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
14 May 24	B	Room maintenance – people in 'vacant' rooms <ul style="list-style-type: none"> This happens throughout the year. When it happens, Security or Residence Life should be advised. Suggested that guidance about maintenance calls be added to student's information. 	NA	NA	C
17 Dec 24		<ul style="list-style-type: none"> Raise with James and monitor for a couple months Going by Residence Office report and some staff are still in there. 			
14 Jan 25		<ul style="list-style-type: none"> Been hounding them for years to knock and check prior. Fire safety should know who is in building. They give us a list of the people who are staying and they put a note on the door. All the other rooms should be empty Need someone to go and physically make sure they are gone. Cards are disabled. 			

5. REVIEW OF CONCERNS/HAZARDS					
11 Feb 25		<ul style="list-style-type: none"> Report to Supervisor immediately who should report to Student Life. Governors/Riley/O'Regan. Report to James. Don't assume it's empty. Notes on door that it's been inspected. Trent – tried to get into Governor two weeks ago, and Res Life gave them 8 rooms, but six were occupied. One room is full, so both are. Cory followed up with Justine and James. Thought it would be odd that suites would be empty in the first place. Happens all the time. This puts employees in an awkward situation. Six occupied were suites. 			
18 Mar 25		<ul style="list-style-type: none"> Rule of Thumb: If you are told a room is empty, presume it is not. Knock and announce yourself three times before entering. If the room is occupied, leave and notify your supervisor. Concern was for fire safety – if there were a fire in the building to know which rooms are empty. Residence room occupancy is a moving target. 			
17 Sep 24		<p>Line of Sight on Convocation Blvd</p> <ul style="list-style-type: none"> When you're coming from P&S to Governors, that short spot – bunch of trees makes it hard to see. Tara to look. Might slow people down leaving it the way it is. General consensus is to try to leave the trees. Monitor the area and report near misses or incidents. Slow down. Be aware – bring forward concerns. 	Doug	July 2025	IP
17 Dec 24					
17 Dec 24		<p>Potholes</p> <ul style="list-style-type: none"> Noted that the area between Morrison Hall and the Safety & Security Building has some very deep potholes. This was previously addressed but is an issue again. Potholes were filled a couple weeks ago. Ongoing. Whole area is garbage. Keep filling them. 	Doug	April 2025	IP
14 Jan 25	C				
11 Feb 25					

5. REVIEW OF CONCERNS/HAZARDS					
18 Mar 25		<ul style="list-style-type: none"> • Will be patched in April • Using coal patch. • Bad spot on campus – pavement is mostly crumbling. • No money for re-pave jobs. • On our list – asked for money. We’d love to do it. Put another request in and have discussion with Monica. 			
11 Feb 25		<p>Vandalism at Bishops</p> <ul style="list-style-type: none"> • Recent incidents were discussed. • Unacceptable behaviour by students that FM employees have to clean up. • Members asked what follow-up has taken place. • A Human Waste Cleanup SOP has been drafted and sent to Gary and Katherine for review. It will then be reviewed by the FMJOHSC before being implemented. • Monthly room inspections were suggested. • All incidents should be immediately reported to your supervisor. • Committee express concern about the apparent lack of follow-up on this and other incidents in residence buildings. • People don’t know the outcome. • Sylvia – employees should not have to confront students. • Apologies go a long way. • Laurie met with the Housing and Residence Life managers to express the concerns of the committee. An investigation took place, and some people were held accountable for the damage. • Due to privacy, student outcomes are not typically shared. This is different to OHS where incident outcomes have to be shared with employees. • A Human Waste Cleanup SOP was provided to the committee to get their and fellow employees’ input (see New Business) 	Laurie	April 2025	IP
18 Mar 25					

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s). See inspection schedule at the end of this document.

No actionable items noted.

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up to date, etc. For all actionable items please list below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
14 May 24 11 Feb 25 18 Mar 25	E	NVCI training <ul style="list-style-type: none"> Working on Dates We're now rolling out some verbal intervention for groups who are looking for it. No full class for FM. Verbal intervention training for the group Doing it in the fall or the summer. We have a backlog coming up. 	Erica	Jun 2025	IP
17 Dec 24 14 Jan 25	C	FM Health and Safety Training Day <ul style="list-style-type: none"> Planning to do similar to what was done last year, with all FM employees. Managers meeting in January to discuss. Tentative last week of May. 	Laurie	May 2025	IP
17 Dec 24		JOHSC training To be scheduled – likely in May	Laurie	May 2025	IP

8. ONGOING BUSINESS – Status of Action Items

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
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8. ONGOING BUSINESS – Status of Action Items					
14 Nov 23	C	Inspection Program <ul style="list-style-type: none"> • Inspections of all workspaces, regularly reported to JOHSC, are a requirement of the OHS Act. OHS are looking at an app that can be used to develop checklists and capture data. Kevin was asked if he had any recommendations for a system that would work well with FM’s work order system. 	Laurie Jeff	Oct 2025	IP
12 Dec 23		<ul style="list-style-type: none"> • Mobile App options being explored with ITS. 			
14 Jan 25		<ul style="list-style-type: none"> • The TMA work order system has a “Room Inspections” module that we will be testing over the next several months to see how it will work to help fulfill the requirements of a workspace inspection program. 			
18 Mar 25		<ul style="list-style-type: none"> • On hold for six months. • Ongoing. • Finally got approval to move forward with new TMA program. • We are just about to send out a PO to TMA to move forward with the upgrade. 16 to 24 weeks, then will train. • Manual input work to be done. Includes every space on campus. 			
17 Sep 24	C	Sidewalk near Convocation Blvd <ul style="list-style-type: none"> • Need to confirm this snow clearing for this area. • Will it be done by us or by the Town? Who is responsible? • Laurie and Tara to look at area and follow-up. • Waiting to hear from Kate. 	Laurie Tara	Aug 2025	IP
19 Nov 24		<ul style="list-style-type: none"> • Still working on it with the Town. 			
17 Dec 24		<ul style="list-style-type: none"> • Tara – Town is going to come in and push the snow out of the way between the guy wire and the pole. 			
11 Feb 25		<ul style="list-style-type: none"> • Monitor • Jimmy can’t get through, goes as far as he can. • Not enough snow this year to be an issue. • Town plans to put the area back the way it was (remove piece of curb and grass) before next winter. 			

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> Continue to monitor. 			
17 Sep 24	C	Electric Scooters <ul style="list-style-type: none"> Little electric scooters that come out of everywhere. They are having a problem with people driving them inside buildings. Batteries can also be a fire hazard. What do other universities do? Hazardous for traffic. Should they be in buildings? Are they charging them in buildings? AAPA – not in buildings. Seen in Football room in Saputo. Seen near classrooms in Keating and Mulroney. Plugs ins. Dalhousie has drafted a referential that Doug will share. If anyone sees a scooter, or the like, being operated inside, report it to Safety & Security immediately. 	Laurie	May 2025	IP
22 Oct 24					
17 Nov 24					
11 Feb 25					
19 Nov 24	E	WHMIS Review <ul style="list-style-type: none"> A review of WHMIS will take place over the coming months with all of FM to include: <ul style="list-style-type: none"> ✓ Education of System ✓ Training in specific products used ✓ Safety Data Sheet update and review ✓ Labelling review Gary advised they are updating the SDS books in all the custodial closets. Darlene is going through all the buildings, removing those that are not applicable. Adding GOO gone to every binder. Swish provides SDSs for all their chemicals. Employees will be provided with online training. 	Laurie	May 2025	N
18 Mar 24					

8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> All of FM will be asked to do an inventory of their products and ensure that SDS are available in appropriate areas. Then a review of the products use and emergency requirements will take place. 			
11 Feb 25	C	MSB Lock <ul style="list-style-type: none"> Workers get trapped at the pass-thru and have to go outside. Doug – last renovation looked at access. Once person gets into stairwell, they can't enter back into most floors. How should it perform? It's the door at the centre of the complex – 5th floor centre leading to Marg. Speak to Katie and have her show you. Trent – there are swipes to leave the area. If you caught in the middle, you are "pooched". 	Doug	April 2025	N
18 Mar 25					
11 Feb 25	C	Vandalism at the Annex <ul style="list-style-type: none"> Basement bathroom. Been ongoing for some time. FM to provide summary of incidents, then Risk Management will install camera to try to put a stop to this. Surveillance camera has recently been installed in the area, due to this being an ongoing issue. 	Cory Gary	April 2025	N
18 Mar 25					

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
30 Apr 24	E	Keating <ul style="list-style-type: none"> Inspection of Keating completed by Sean Donovan – awaiting report. DFM inspection findings were shared with the group. Response is required by January 20th. This, along with all government inspection reports, will be used to drive our space inspection program. 	Doug	10 Dec 24	31 Mar 25	IP

9. REGULATORY INSPECTIONS					
11 Feb 25		<ul style="list-style-type: none"> Findings will help drive the inspection program Doug responded, some items were given a deadline extension. Some cleanup has taken place. Skate sharpening area TBD. Skate sharpening – have to the end of March to get that compliant. Kevin B is moving forward. Laurie asked for blue and red lights to be installed in key areas in the Keating/Saputo complex, so it's clear when an alarm sounds whether it's a fire or ammonia evacuation. Several evac drills are planned for this complex. 			
18 Mar 25					

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below). 					
Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
18 Mar 25	E	Human Waste Cleanup SOP Draft SOP was provided to committee members.	Laurie	April 2025	N
18 Mar 25	C	Working on Flat Roofs Trent asked for clarification. Laurie to follow-up with group offline.	Laurie	April 2025	N

11. NEXT MEETING	
Date:	April 8, 2025
Time:	12:00 Noon
Location:	FM Boardroom

12. MEETING ADJOURNED	
Time:	12:55 pm

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New

PRIORITY:		STATUS:	
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward