

## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	Facilities Management	<b>Worker Co-Chair:</b>	
		<b>Employer Co-Chair:</b>	Gary MacMillan
<b>Date:</b>	November 14, 2023	<b>Time:</b>	12:00 Noon
		<b>Location:</b>	

### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Gerrior (Co-Chair) (SUGGESTION)	UNIFOR	Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mary MacLean	UNIFOR	Custodial	<input type="checkbox"/>	<input checked="" 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) (SUGGESTION)	UNIFOR	M&E	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Gary MacMillan (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"/>
Kevin Latimer	M&E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tara Oostvogels (SUGGESTION)	G&T	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blair Maltby, Alternate	Project Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Laurie Reid	OHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erica Baker	HR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 2. DETERMINATION OF QUORUM

- a. A minimum of 4 members.
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions).
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

*\* 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.*

Yes

No

## 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)*

- Move to adopt minutes. Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_
- Adopted by General Consensus, with addition of OHS request to complete noise sampling.

Are the minutes approved?

Yes

No

#### 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)

Incident Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
14 Nov 23	B	Several incidents of mould growth on campus (Library, Bloomfield, Cameron, Bishops) CA Implement Mould Prevention, Assessment and Remediation Program. Educate people on housekeeping and getting rid of stuff that’s not needed. Person in control of the space should be aware of the ventilation. Formal inspection program will help to develop and keep standard of housekeeping.	Laurie	Dec 2023	IP

#### 5. REVIEW OF CONCERNS/HAZARDS

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.

(\* 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 Nov 23	D	<b>Some employees are not always wearing seatbelts nor practicing hands-free communication when driving.</b> Both practices are violations of the OHS Act and the Motor Vehicles Act. Doug and Gary to follow-up with FM employees. Education of safety rules on campus should take place before enforcement.	Gary Doug	Dec 2023	IP
14 Nov 23	F	<b>Black Audi “loud and fancy”, reported to be speeding around campus.</b> Check with Security	Laurie	Dec 2023	IP
17 oct 23	B	<b>JBB Lower Parking lot – difficult to see when exiting.</b> Laurie to follow up with Security.	Laurie	Dec 2023	IP

5. REVIEW OF CONCERNS/HAZARDS					
13 Jun 23	A	<b>Roof Access</b> There are some safety concerns especially in Gov Hall and MSB. Doug will discuss with Mark. Tie off procedure – Use common sense.	Doug	Dec 2023	IP
9 May 23	C	<b>Sidewalks</b> Review sidewalks and tripping hazards.	Tara	Dec 2023	IP
14 Mar 23	C	<b>Vehicle Back-up Cameras</b> It was suggested that some G&T vehicles should have better back-up cameras. Doug will look into this.	Doug	Dec 2023	IP
16 Feb 23	C	<b>Access to Back of Keating</b> Concern with the door at the back of Keating Centre – it seems to be left open/unlocked and there is a safety concern with unauthorized people being in there and someone could get seriously injured by the equipment being used. A discussion ensued. An email from Bob Hale will be reviewed regarding the issue.	Laurie	Dec 2023	IP
14 Mar 23		Camera installed for now to monitor who is using the back door.			
9 May 23		Blair is meeting with Kevin B – that area may be revamped with he renovations.			
16 Feb 23	C	<b>Access to Fire Department Connection at Keating</b> AVFD suggested only one MEWP should be parked beside the fire department connection at the back of Keating, or a sign should be placed so emergency responders can see the area from Varsity Drive. Doug advised he would find another area for one of the MEWPs.	Doug	Dec 2023	IP
14 Mar 23		One of the MEWPs will be relocated after the winter season and more signage will be put up.			

**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

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

Inspection Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
2 Sep 23	D	Custodial room in Bauer Theatre needs to be relocated – Deputy Fire Marshal visit.	Gary	Dec 2023	IP

\* GI – General Inspection

**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 Nov 23	D	<b>JOHSC training is scheduled for December 13<sup>th</sup> – am and pm sessions</b> Members who require training Dave Chisholm Dean Delaney Trent DeYoung James George Kevin Gerrior Karen Smith	Laurie	Dec 2023	IP
17 Oct 23 14 Nov 23	C	<b>EPI Pen Training</b> Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings).	Laurie	Dec 2023	IP

**8. ONGOING BUSINESS – Status of Action Items**

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow up	Status
13 Jun 23 12 Sep 23	C	<b>Stretching</b> It was suggested that we put up some information on stretching before your shift. It was suggested that we put up some information on stretching before your shift.	Laurie	Dec 2023	IP

8. ONGOING BUSINESS – Status of Action Items					
12 Sep 23	C	<b>Hearing Loss Prevention Program implementation</b> Copies of the program were given to all members for their review and comments.	All	Dec 2023	IP
17 Oct 23		Noise level monitoring spreadsheet was provided to members. Laurie requested that someone be assigned to finish the noise sampling, as noted on the spreadsheet.	Doug		
14 Nov 23		Laurie requested someone be assigned to finish noise sampling.			
9 May 23	C	<b>Directional signage on one-way streets</b> There was a discussion about more directional signage on one-way streets. There was a discussion about the FM parking lot – enforcing directional driving and the congestion with parking. This will be reviewed.	Doug	Dec 2023	IP
13 Jun 23		Dave will talk to Security and Doug will check on missing signage.			
9 May 23	D	<b>Review Safety Absolutes</b> Recommended Toolbox meetings on safety priorities; we can create some topics for discussion at the next FM JOHS meeting.	Laurie/ Kevin	Dec 2023	IP
13 Jun 23		Monthly topics of discussion – tool safety – ladders, saws, drills, hearing protection, eye protection, ergonomics. Maybe post something weekly. Dave and Laurie will check into this and post information on the monitors – possibly focus on different topics each month.			
12 Sep 23					
16 Feb 23	D	<b>First Aid Program in FM</b> Kits have been distributed. Staff have first aid training, and the training list has been posted. There needs to be training on the EPI-Pen and the AED. AED will be placed at the top of the first-floor stairs in MacDonald Hall.		Dec 2023	IP
18 Apr 23					
9 May 23		There are new regulations, so all first aid kits need to be replaced. We will need approximately 150 kits to start.			
13 Jun 23		More information was requested – will there be a log sheet? Who will replenish the kits and how often?			
12 Sep 23		Kits have been distributed to Doug and Gary. The First Aid attendants list has been posted on the FM Right to Know boards. AED is on order.			
17 Oct 23					

8. ONGOING BUSINESS – Status of Action Items					
14 Nov 23		<p>First Aid Kits – Questions were asked; Replenishing the supplies – Where do they come from and who replenishes them? Follow up with Laurie at the next meeting.</p> <p>Kits have been distributed. Staff have first aid training, and the training list has been posted. There needs to be training on the EPI-Pen and AED. AED will be placed at the top of the 1<sup>st</sup> floor stairs in MacDonald Hall. Laurie to procure signage.</p> <p>Kits have been distributed to maintenance vehicles. Once labels are ready, they will be placed in mechanical rooms. Kits have been placed in Custodial closets, and Gary needs three for vehicles.</p> <p>The EPI-Pen will be hung near the AED. A sign should be installed that says training is required to use the pen.</p>	Laurie  Doug		
16 Feb 23	E	<p><b>Employee Chair to be chosen</b> An employee co-chair will be appointed or voted on at the next meeting.</p>	Sylvia	Dec 2023	IP
16 Feb 23	E	<p><b>Terms of Reference to be established</b> These will be distributed with the meeting minutes and reviewed at the next meeting.</p>	Laurie	Dec 2023	IP

9. REGULATORY INSPECTIONS						
Date	Priority	Discussion and/or Action Items	Assigned	Date of Issue	Date to be Completed	Status
2 Sep 23	C	<p><b>Deputy Fire Marshal’s inspection #1, including:</b> Bauer Coady Schwartz NFSC Mechanical rooms – walk through with the DFM; these are not to be used for storage; only necessary items allowed. Include findings in formal inspection program. Curtain review will be required to ensure they comply with National Fire Code.</p>	Doug  Laurie Procure	2 Sep 23	28 Feb 24 12 Feb 24 28 Feb 24 15 Apr 24	IP

### 9. REGULATORY INSPECTIONS

		Doug requested an extension to 2024. The Bauer Custodial breakroom needs to be relocated.	Gary			
3 Nov 23	C	<b>Deputy Fire Marshal's inspection #2, including:</b> Nicholson Tower, BMIG, Camden were inspected and NFSC and Bauer were re-visited.	Doug	14 Nov 23	18 Dec 23	IP

### 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Date	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned	Follow Up	Status
14 Nov 23	D	<b>Committee Membership</b> Laurie requested more employees be added to the committee, including a couple of alternates. Laurie suggested the Employer side include two managers and two supervisors, and also assign a couple of alternates.	Sylvia	Dec 2023	IP
			Doug/ Gary	Dec 2023	IP
14 Nov 23	C	<b>Inspection Program</b> 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	Dec 2023	IP

### 11. NEXT MEETING

Date:	December 12 <sup>th</sup>
Time:	12:00 Noon
Location:	FM Boardroom



## 12. MEETING ADJOURNED

Time:	1:00 p.m.
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### LEGEND

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

### Inspection Schedule (suggested)

Mechanical Rooms (monthly)  
 Electrical Rooms (monthly)  
 Elevator Rooms (monthly)  
 Custodial Closets (quarterly)  
 Carpentry Shops (monthly)

### Monthly Distribution and Posting of Approved Meeting Minutes :

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Posted on OHS Right to Know Board website
- Posted on any Safety Bulletin Boards (if applicable)