

## Joint Occupational Health & Safety Committee Meeting Minutes

|                    |                       |                    |               |
|--------------------|-----------------------|--------------------|---------------|
| Name of Committee: | Facilities Management | Worker Co-Chair:   | Kevin Gerrior |
|                    |                       | Employer Co-Chair: |               |
| Date:              | March 19, 2024        | Time:              | 12:00 Noon    |
|                    |                       | Location:          | FM Boardroom  |

### AGENDA:

|  |   |
|--|---|
| <ol style="list-style-type: none"> <li>Roll Call</li> <li>Determination of Quorum</li> <li>Approval of Previous Meeting Minutes</li> <li>Review Incidents</li> <li>Review Hazards and Concerns</li> <li>Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol> | <ol style="list-style-type: none"> <li>Review Education and Training</li> <li>Ongoing Business – Status of Action Items</li> <li>Regulatory Inspections</li> <li>New and Other Business</li> <li>Next Meeting</li> <li>Meeting Adjournment</li> </ol> |
|--|---|

| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Mary MacLean              | UNIFOR            | Custodial     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sylvia Phee               | UNIFOR            | Custodial     | <input 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 (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                           | Maintenance and Electrical     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Tara Oostvogels                         | Grounds and Transport          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Blair Maltby, Alternate                 | Project Office                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Darlene Campbell, 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Karen Smith, Administration, non-voting | FM Administration              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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?<br><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<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/> |
|---|--|--------------------------------|

## 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"> <li>• Move to adopt minutes. Moved by: <u>Gary MacMillan</u> Seconded by: <u>Dave Chisholm</u></li> </ul> |  |                                |
| Are the minutes approved?  | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/> |

| 4. REVIEW OF INCIDENTS   |          |  |   |           |        |
|--|----------|--|---|-----------|--------|
| See attached incident report:  |          |  |   |           |        |
| <ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report (<i>For any <u>general</u> 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</i>)</li> </ul> |          |  |   |           |        |
| (* 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 |
| 29 Jan 24  | B        | Worker strained their back while trying to lift frozen garbage bag out of bin by Riley/O'Regan. CA - Call for help or use machine. Covers for the cans?  | Tara  | NA        | C      |
| 19 Mar 24  |          | <b>Tara advised several cans have been equipped with covers. Ongoing issue is liquids being dumped in the garbage bins. Employees have been advised to get help if a bag is too heavy for one person. Addressing this issue will be ongoing.</b> |   |           |        |
| 18 Mar 24  | C        | <b>Worker strained their back while mopping. CA – better body placement and mechanics. Review procedure with worker.</b>   | Gary  | NA        | C      |
|  |          |  |   |           |        |

| 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. Review below and update, then follow with Around the Table. |          |  |             |                         |        |
| (* 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 |
| 17 oct 23  | B        | JBB Lower Parking lot – difficult to see when exiting. <ul style="list-style-type: none"> <li>Laurie to follow up with Security.</li> <li>Maybe eliminate a couple of parking spots – Trent</li> </ul> | Laurie      | May 2024                | IP     |
| 13 Jun 23  | A        | <b>Roof Access</b>   | Laurie      | Apr 2024                | IP     |

| 5. REVIEW OF CONCERNS/HAZARDS |   |   |        |    |   |
|-------------------------------|---|---|--------|----|---|
| 12 Dec 23                     |   | <ul style="list-style-type: none"> <li>There are some safety concerns especially in Gov Hall and MSB. Doug will discuss with Mark. Tie off procedure – Use common sense.</li> </ul>   |        |    |   |
| 23 Jan 24                     |   | <ul style="list-style-type: none"> <li>General comment – no specific action</li> <li>Laurie to follow up with Vince to look at Governors and other concerning roof access points. Specifics will be added to the fall protection program.</li> <li>Vince and Laurie visited Governor’s roof access points, and a fall protection plan with fall arrest equipment is required to access mechanical units. It has a dangerous slope and isn’t very wide. Access to all roof mechanical units on campus will be assessed to determine if fall protection is required. This information will be added to the StFX Fall Protection Program. Work on flat roofs without fall protection is very limited (changed in 2022), and rule of thumb for now is that roof access to mechanical units within 20 feet of a fall hazard should be assessed prior to access.</li> </ul> |        |    |   |
| 23 Jan 24                     | B | <p><b>Smoking in Residences</b></p> <ul style="list-style-type: none"> <li>A concern was expressed about students smoking in residences. Several members said they regularly smell cigarette and cannabis smoke when they work in residences. The biggest concern is that the students cover the smoke detectors to be able to smoke in their room. Alcohol and drug consumption, combined with smoking in a room without smoke detection is a recipe for disaster.</li> <li>If someone smells smoke, they should report it to the RLC or Safety &amp; Security immediately.</li> <li>These comments will be passed on to Residence Life and Safety &amp; Security.</li> <li>Laurie advised a new Smoking and Vaping Policy is in the works.</li> <li>Karen suggested we look at doing a Room Burn this year.</li> </ul>  | Laurie | NA | C |

| 5. REVIEW OF CONCERNS/HAZARDS |   |  |        |    |   |
|-------------------------------|---|--|--------|----|---|
| 20 Feb 24                     |   | <ul style="list-style-type: none"> <li>The new Draft Smoking and Vaping Policy was given to members for their review and comments. Input is sought about what types of receptacles should be used.</li> <li>Inquiries about cigarette butt cleanup or receptacles will be directed to FM.</li> <li>Everyone was reminded to report smoking violations to Security, as soon as they are noticed, to increase the chance of identifying the people smoking.</li> </ul>   |        |    |   |
| 23 Jan 24<br><br>20 Feb 24    | D | <p><b>Propping Fire Doors</b></p> <ul style="list-style-type: none"> <li>We are working to stop this practice across campus, as a team effort.</li> <li>We will work with employees whose work requires the propping of doors to come up with a reasonably practicable solution.</li> <li>We have ordered some samples and are testing out some devices that can be used by workers to prop doors to do their work. The devices must stay with the worker – the propped door cannot be left unattended.</li> <li>The Door Props have been received and will be distributed to the employees with instructions for use (toolbox talk). Propping of doors will be monitored by Security and other groups on campus.</li> </ul> | Laurie | NA | C |
| 20 Feb 24                     | B | <p><b>Snow Shoveling</b></p> <ul style="list-style-type: none"> <li>Sylvia expressed a concern about not having enough shovellers and emergency exits not being shoveled. Garbage trucks cannot access the waste areas, so garbage is piling up as well. Fire hydrants are inaccessible. The snow clearing employees have been overworked the last two weeks, are tired, and should be super alert and rested to do their job. Students were hired for the major snowfall, but they were not trained and did not know what to do. There are no extras to call-in like in past years. If things are not shoveled out,</li> </ul>  | Doug   | NA | C |

| 5. REVIEW OF CONCERNS/HAZARDS |   |  |        |          |    |
|-------------------------------|---|--|--------|----------|----|
|                               |   | <p>extras should be available to be called in. Blocked exits are not acceptable.</p> <ul style="list-style-type: none"> <li>• <b>Doug advised Security did an inspection of emergency doors following the last major snowfall, and one (Mockler) was found blocked. GFL issue has been fixed and the fire hydrants have been exposed. Plan is to put more stakes around campus to show the location of the hydrants.</b></li> <li>• <b>Laurie reminded everyone that exits are exits in workplaces, and that none can be blocked or locked at any time. If it <u>must</u> happen for a short period of time, all occupants of the building must be advised, signage installed and the OHS office advised.</b></li> </ul> |        |          |    |
| 20 Feb 24                     | C | <p><b>Backup Cameras</b><br/>Reported that the backup cameras on the mail truck and other vehicles are still not working properly or are of poor quality and no use. <b>Jimmy advised this has been fixed.</b></p>   | Tara   | NA       | C  |
| 19 Mar 24                     | D | <p><b>Parking in front of Riley and O'Regan</b><br/>Reported that students are parking in the loading zone area in front of Riley and O'Regan. There is not signage in this area. Follow-up with Jacob – suggest "Loading Zone Only – No Parking" sign be installed.</p>   | Laurie | Apr 2024 | IP |
| 19 Mar 24                     |   | <p><b>Campfires on Campus</b><br/>Reported that campfires have been lit on a few occasions around campus. Areas include under the Chapel, Coady Gardens, near O'Regan garbage doors, behind a snowbank at MacIsaac. Stacks of branches have also been found. These have been found in the last three weeks and reported to Security each time. Follow-up with Jacob.</p>   | Laurie | Apr 2024 | IP |
| 19 Mar 24                     |   | <p><b>Potholes</b><br/>It is pothole season! As soon as asphalt is available, Francis Boyle will be around, estimating mid-April.</p>  | Tara   | Apr 2024 | N  |
| 19 Mar 24                     |   | <p><b>Parking at the Cathedral</b></p>   | Laurie | Apr 2024 | N  |

| 5. REVIEW OF CONCERNS/HAZARDS |  |  |        |          |   |
|-------------------------------|--|--|--------|----------|---|
|                               |  | <ul style="list-style-type: none"> <li>The current parking structure in the parking lot at the Cathedral was raised because it makes it impossible to circle the lot, which would be very hazardous if people have to leave fast. This was raised previously with Security, who advised it's up to the Cathedral to remedy the situation.</li> <li>It was also reported that the accessible ramp at the Cathedral is typically blocked by parked cars.</li> <li>Suggested that follow-up take place with the Cathedral representative. Doug advised that Bob Hale has the contract.</li> </ul> |        |          |   |
| 19 Mar 24                     |  | <p>Lab communications</p> <ul style="list-style-type: none"> <li>When moving lab equipment, employees have asked how they know that the equipment is decontaminated and safe to handle.</li> <li>The current signage in the science buildings is not sufficient, and a project is underway to standardize the signage, and ensure it includes safety instruction for non-science employees.</li> <li>Concern about storage in fume hoods. This is an ongoing concern that has improved over the last couple of years but continues to be monitored and reminders given.</li> </ul>             | Laurie | Apr 2024 | N |
| 19 Mar 24                     |  | <p>Garbage can cleaning.</p> <p>Gary asked when the garbage cans will be cleaned because they are pretty smelly. Grounds are planning to do most of this right after the students leave. Some very smelly ones are being done now (e.g. MacKinnon, which are very smelly). Outdoor cans attract wasps, so they should be kept as clean as possible.</p>  | Laurie | Apr 2024 | N |

**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<br>(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 |
|-------------------------------------|----------|--|----------|-----------|--------|
| 17 Oct 23<br>14 Nov 23<br>23 Jan 24 | C        | <b>EPI Pen Training</b><br>Laurie to ask Colin Rankin to do training. Use of device to be very specific (bee stings).<br><b>Colin will do training, likely in May.</b> | Laurie   | May 2024  | 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<br>12 Sep 23<br>12 Dec 23<br>20 Feb 24 | C        | <b>Stretching</b> <ul style="list-style-type: none"> <li>It was suggested that we put up some information on stretching before your shift.</li> <li>Erica – posters, Gary – videos on display monitor.</li> <li>Erica advised she would send some stretching videos to the team.</li> <li><b>Laurie put together a slideshow on basic stretching, which is currently being broadcast on the display screens in FM.</b></li> </ul> | Laurie<br>Erica | NA        | C      |



| 8. ONGOING BUSINESS – Status of Action Items |   |  |        |          |    |
|--|---|--|--------|----------|----|
| 9 May 23                                     | C | <p><b>Directional signage on one-way streets</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Dave will talk to Security and Doug will check on missing signage.</li> <li>It was noted there are other “one-way” areas of concerns including the front of Keating and Starbucks. These items may be referred to a (yet to be established) Campus Traffic Safety Committee.</li> <li><b>Laurie to talk to Vince and Jacob to look at this area for installation of signs in the Spring.</b></li> </ul>                         | Laurie | Jun 2024 | IP |
| 13 Jun 23                                    |   |  |        |          |    |
| 12 Dec 23                                    |   |  |        |          |    |
| 20 Feb 24                                    |   |  |        |          |    |
| 16 Feb 23                                    | D | <p><b>First Aid Program in FM</b></p> <ul style="list-style-type: none"> <li>Transportation of injured employees was discussed. StFX is responsible to transport injured employees to and from an emergency medical facility, as required, when the workplace injury is not serious enough for 911/ambulance. A taxi chit system has been set up with Safety &amp; Security, so a supervisor/first aid attendant can obtain one to pay for the cost of the taxi for the injured employee. StFX does not want employees driving injured employees to emergency medical facilities.</li> <li><b>A toolbox talk will be developed about current first aid practices and further training will take place with the FM first aid attendants.</b></li> </ul> | Laurie | May 2024 | IP |
| 23 Jan 24                                    |   |  |        |          |    |
| 20 Feb 24                                    |   |  |        |          |    |
| 16 Feb 23                                    | E | <p><b>Terms of Reference (ToR) to be established.</b></p> <ul style="list-style-type: none"> <li>These will be distributed with the meeting minutes and reviewed at the next meeting.</li> <li>Laurie to revise and present in January meeting.</li> <li>Laurie will revise the current ToR from 2018 with suggested edits, and this will be emailed to the committee for discussion at the next meeting.</li> </ul>   | Laurie | Apr 2024 | IP |
| 12 Dec 23                                    |   |  |        |          |    |
| 23 Jan 24                                    |   |  |        |          |    |

| 8. ONGOING BUSINESS – Status of Action Items |   |  |              |          |    |
|--|---|--|--------------|----------|----|
| 19 Mar 24                                    |   | <ul style="list-style-type: none"> <li>The proposed revised version of the ToR was provided to all members by email and in print, and they are asked to review the document before the next meeting and provide comments.</li> </ul>   |              |          |    |
| 14 Nov 23<br><br>12 Dec 23<br>23 Jan 24      | C | <p><b>Inspection Program</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Mobile App options being explored with ITS.</li> <li><b>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.</b></li> </ul> | Laurie       | May 2024 | IP |
| 23 Jan 24<br><br>20 Feb 24                   | C | <p><b>Bump sign at sunken manhole on Varsity Drive</b></p> <ul style="list-style-type: none"> <li>It was suggested that a bump sign be added near this area to avoid a repeat of a damaged vehicles, and it should help slow down traffic in this area (additional employee concerns expressed at FM JOHSC about the speed of traffic in this area and the lack of safe access to MacDonald Hall.)</li> <li><b>Sign is buried in snow. Access to MacDonald Hall and the surrounding streets will be looked at in the summer. Permanent ‘slow down’ signage may be installed.</b></li> </ul>  | Doug<br>Tara | Aug 2024 | IP |
| 23 Jan 24<br><br>19 Mar 24                   |   | <p><b>Emergency Wardens in MacDonald Hall</b></p> <ul style="list-style-type: none"> <li>Looking for volunteers – training and equipment will be provided.</li> <li><b>Laurie asked the committee to help identify an Emergency Warden for the first floor of MacDonald Hall. Gary to try to find someone.</b></li> </ul>  | Laurie       | Apr 2024 | IP |

| 9. REGULATORY INSPECTIONS |          |                                |          |               |                      |        |
|---------------------------|----------|--------------------------------|----------|---------------|----------------------|--------|
| Date                      | Priority | Discussion and/or Action Items | Assigned | Date of Issue | Date to be Completed | Status |
|                           |          |                                |          |               |                      |        |

| 10. NEW & OTHER BUSINESS  |          |  |          |           |        |
|---|----------|--|----------|-----------|--------|
| <ul style="list-style-type: none"> <li>General discussion items (list actionable items below).</li> <li>Employees wondered why they have to pay for parking passes, when everyone else who parks on campus does not have to pay.</li> </ul> |          |  |          |           |        |
| Date  | Priority | Action Plan (Actions Taken/Need to be taken)   | Assigned | Follow Up | Status |
| 19 Mar 24   | C        | A student’s vehicle, a Ford Explorer with 999 as the last three numbers on their license plate has been reported to be frequently parking illegally, but the vehicle is not being ticketed by Security. Report to Security | Laurie   | Apr 2024  | N      |
|   |          |  |          |           |        |

| 11. NEXT MEETING |               |
|------------------|---------------|
| Date:            | April 9, 2024 |
| Time:            | 12:00 Noon    |
| Location:        | FM Boardroom  |

| 12. MEETING ADJOURNED |            |
|-----------------------|------------|
| Time:                 | 12:51 p.m. |

**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 |

Out of province student – Maine, Greyish blue Volvo SUV – parks and goes into fitness centre. Kevin talked to Jacob to keep an eye. Football player. Accessible parking. No parking pass displayed.

Jimmy –

April 1 – incident throwing condoms full of lube all over the building.

Jimmy found it was dark. Jacob did not. Switch at top or bottom. Gilmore steps – Inside the building. Look at them. 4 inches or so.