PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday February 21, 2018, 1:00 pm
Rideau Building, room 210

In Attendance:
Chaired By: Matthew Barrett
Co-Chair: Doug Graham
Worker Reps: Ted Roddy, Bill Syroid, Steve Senechal
Management Reps: Leah Neff
Recorder: Llynwen Osborne
Absent: Barrie Carson

ACTION BY:

Unfinished Business

14.04 A campus wide roof railing program is under development to address roof areas that have equipment near roof edges and a danger of falling. The MacCorry roof railing project is to be tendered soon. The next two buildings to be addressed are Harrison-Lecaine and Jackson Hall. Adelaide/BanRigh will need handrails added during the roofing project this summer. Ongoing. S.S.

15.02 Eye wash stations are needed at the water treatment stations as a result of the chemicals used in the heating and cooling towers. Two wall-mount portable units were purchased and have been installed in the two Grounds shops. 50 stations to be ordered. Installation locations are to be selected and an inspection schedule will be put in place. Ongoing. L.N.

15.08 Committee has determined that any PPS staff who come into contact with sewage should be made aware of the risks of hepatitis A & B and encouraged to get a Twinrix shot. A safety bulletin has been issued to all staff of the job-related risks of hepatitis A & B. Ongoing. L.N.

15.09 Committee member reported that custodial staff are noticing that sharps are being disposed of in public washroom waste containers. EH&S and PPS will be installing sharps collection containers in a number of buildings across campus. Ongoing. L.N.

15.10 Committee member recommended that management develop a standard operating procedure for Elevated Work Platform equipment (see agenda item 15.06). EH&S has developed an Elevated Work Platform SOP and a supporting Fall Protection SOP. Both SOPs have been distributed to the campus. Area Managers will review the new SOPs with Area Shops. Copies of the SOPs will be sent to area shops to add to the PPS Standard Operating Procedures binder. Ongoing. S.S.

15.11 Committee member raised a concern that many PPS trades staff aren’t aware which spaces are designated as confined space on campus. The training company has been contacted to provide
dates. The current list of confined spaces is to be validated by the area managers in January. A confined space awareness familiarization course has been approved and will be scheduled in 2018. Ongoing.  

S.S.

15.12 Committee member noted that unsafe work is frequently occurring by contractors on campus. Committee has recommended that project managers include PPS standard operating procedures in contracts as a record of understanding and compliance and that project managers also review campus SOPs with contractors prior to work being performed. i.e. Locates, Fumehoods, Equipment Lockout/Tag Out, Hot Work, Asbestos, etc. The project managers met and will ensure contractors follow university SOPs. Follow up is required with the university’s risk management group to find out if there are any repercussions with having contractors follow campus SOPs. Ongoing.  

B.C.

16.01 Over the winter months, staff were asked to dig out fire hydrants and stand pipes resulting from snow accumulation. Committee member inquired whether or not the stand pipes could be more clearly marked so that staff can find them more easily. Flags have been added to all Queen’s owned fire hydrants. A standard sign for the stand pipes has been developed and there are 10 left to mark. A map showing the fire hydrants and stand pipes has been developed and a contractor will be hired to install the signs. Ongoing.  

M.B.

16.02 Workplace inspections have revealed that fire extinguisher inspections are not being completed on a monthly basis as is required by campus procedures. Work orders have been opened to prompt trades staff to conduct the inspections on a monthly basis. Inspections are being conducted and many expired extinguishers have been located. The current EH&S standard operating procedure doesn’t state what the procedures are when an expired extinguisher is identified. This concern has been directed to management for a response. Management responded that EH&S is moving to an electronic tracking system using barcodes. Expired extinguishers will automatically be swapped out. Area 2 has completed an inventory of the extinguishers in their buildings. Up-to-date lists of fire extinguishers is needed from all areas. Ongoing.  

B.C.

16.08 Committee members reviewed the Central Heating Plant SOP E.1 General Safety Rules. The SOP has been modified to apply to all PPS staff. Given to management for consideration. Ongoing.  

T.R.

16.10 A committee member raised a concern about a call-in for a fumehood alarm at Ellis Hall where shutdown protocols were not followed by ERC or PPS. EH&S has drafted an SOP to address safety concerns regarding fumehood repairs during business hours and afterhours. EH&S and PPS Directors met with the Controls group to review the SOP. More sessions with other Area shops are to be scheduled. Ongoing.  

D.G.

16.11 Concern raised regarding the traffic cones set up to act as a barricade to protect pedestrians from falling snow off of the roofs of Gordon Hall and Douglas Library. Waiting for a final design for the Gordon roof before it can be sent out for a quote. As modifications haven’t been made to the roofs this year a hard barrier has been put in place to protect pedestrians. Ongoing. M.B.
17.01 A committee member raised a concern that there are no inspection schedules in place for
harnesses and arc flash gloves. A schedule has been developed for testing arc flash gloves and
all gloves were tested. A list of staff with harnesses has been created and an inspections have
been scheduled with Safety Guys (February 26, March 2 and 9).
Work orders will be put into Archibus to prompt staff to take their harnesses and/or arc flash
gloves to Stores to send out for inspection. Ongoing. M.B.

17.02 A committee member raised concern about the chiller at the Queen’s Centre being turned on
before it had been properly repaired. All large chiller units are being inspected as they’re
scheduled for seasonal shutdowns. Follow up needed regarding the requirements for inspecting
the SCBA outside the chiller rooms; who is inspecting this equipment and what is the frequency
of the inspections? Ongoing. M.B.

18.01 A committee member raised a concern that contractors are using PPS ladders when performing
work on campus. The project management team will be asked to send out a reminder to
contractors that they are to use their own equipment when on site and not to use PPS
equipment, including ladders. B.C.

18.02 A committee member raised a concern about who is responsible for clearing snow from rooftop
walkways. Area Managers will be delegating this task to someone in each area shop. S.S.

New Business

- None received.

REGULAR REPORTS

Accident Reports

- January 2, 2018, Employee stated that he was shoveling a large build-up of frozen and heavy
snow at the back entrance of his building when he hurt his back. He sought medical attention
on January 3 and was diagnosed with muscular back pain.
Lost Time: Yes
Recommendation:

- January 4, 2018, No specific reported incident for the injury. The employee indicated that she
believed a work-related incident occurred on January 15, 2018. The employee stated that she
believes the cause of her injury to be snow shoveling and the transporting of ice melt buckets
between January 2-5, 2018. The employee stated that her back was sore on the January 5 (no
cause noted at the time) and has been off work since January 8, 2018.
Lost Time: Yes
Recommendation:

- December 4, 2017, The employee stated that while installing a heat pump he felt a pinch to the
lower, centre of his back. He reported it to his fellow mechanics when he returned to the shop.
Worker had mentioned the injury in December 2017 however supervisor was not aware of
medical attention for this injury until January 2018.
Lost Time: No
Recommendation:
Joint Health & Safety Committee
- The committee continues to review ways to promote health & safety in the workplace.
- JH&S Committee has attached the Standard Operating Procedure for Accident Reporting for PPS staff to review.

Correspondence
- None received.

TRAINING

Health & Safety Awareness
Ontario Regulation 297/13 under the Occupational Health and Safety Act came into force on July 1, 2014. Under this regulation every employer in Ontario must ensure all workers and supervisors complete, or have completed, an awareness training program that meets the regulatory requirements. This is mandatory in all workplaces in Ontario. Workers must take the training as soon as possible after being hired. Supervisors must take the training prior to assuming a supervisory role. The Queen’s Health and Safety Awareness course includes regulatory requirements for both workers and supervisors. Due to the specific content of the Queen’s University Health and Safety Awareness training, Awareness training received from previous employers or organizations is not accepted. Queen’s University policy for new employee orientation can be found at "New Employee Health & Safety Orientation (SOP-Safety-06)" [http://www.safety/policy/eh&s/orientation.pdf].

Training Link:
Health & Safety Awareness training is available on Moodle. To access Moodle you will need a computing user id. If you do not have one, please contact either your supervisor or Departmental Computing Representative.

To access the course go to [http://www.safety.queensu.ca/courses/ong_inst.htm](http://www.safety.queensu.ca/courses/ong_inst.htm)

First Aid & CPR
Certification expires after 3 years. Instruction is given by an outside company that is a WSIB approved provider. If you have never completed First Aid training, or you completed training more than 3 years ago, please register for one of these sessions.

All courses will be held in the Faculty & Staff Learning Facility, Room B176 Mac-Corry Lecture Theatre. Training session is 2 days in duration EH&S requires a minimum of 72 hours cancellation notice (3 business days). Departments will be charged $65.00 for cancellations without required notice or for 'no-shows'.

The next First Aid & CPR course will be:
- February 22 & 23 (Thurs/ Fri) - session full
- March 15 & 16 (Thurs/ Fri) - session full
- April 17 & 18 (Tues/ Wed) - session full

First Aid Refresher
The Department of Environmental Health and Safety will be offering First Aid Refresher Training this spring and summer. This training is available to Queen’s Staff, Faculty and Graduate students. To be eligible for First Aid Refresher training you must have completed First Aid training at Queen’s within
the last 3 years, with current certification. This Refresher will extend your current certification for an additional 3 years. Once the Refresher training expires you will need to re-take the full (2-day) training.

The next First Aid Refresher course will be:
- Monday March 19, (Tues) 9 am – 4 pm – session full

WHMIS
The Occupational Health and Safety Act require that all employees or supervisors of employees, who work with or who are in proximity of chemicals receive WHMIS training. After completing the Full WHMIS training, you are required to complete the on-line Refresher quiz on an annual basis. All courses will be held in the Faculty & Staff Learning Facility, Room B176 Mac-Corry Lecture Theatre. Training session is 2 1/2 hours in duration.

The next full WHMIS course dates will be:
- Tuesday March 27, 2018, 9:30 – 11:30 am

WHMIS Annual Refresher
Section 42(3) of the Occupational Health & Safety Act requires that an employee’s familiarity with the training and instruction provided for the use of hazardous materials be assessed on an annual basis. Therefore, once you have successfully completed the Full WHMIS training, you will need to complete the online Refresher quiz on an annual basis: [http://www.safety.queensu.ca/courses/onq_inst.htm](http://www.safety.queensu.ca/courses/onq_inst.htm)

NOTE: You MUST have completed a full Queen’s WHMIS course after January 1, 2000 to be eligible to complete the annual refresher.

Ladder Safety
Ladder Safety instructional DVD is available for loan through Fix-it. A written test must be completed and submitted to Environmental Health & Safety.

Fire Extinguisher Training
This training is applicable for most extinguishers on campus and will consist of lecture and practice using a fire simulator. Training will be approximately 2 hours. Please contact the department of Environmental Health and Safety (safety@queensu.ca) to arrange training for a group or department (5 - 15 people). Groups may arrange on-site training if suitable training room is available. All courses will be held in the Faculty and Staff Learning Facility, located in Complex B176 Mac-Corry Hall, in the Seminar Room.

Transportation of Dangerous Goods
Each department that RECEIVES and/or SHIPS dangerous goods, including hazardous waste, must identify a person(s) who will be responsible for the handling of the goods. This person(s) must receive the appropriate TDG training and be knowledgeable of their requirements under the regulations.

A certificate is valid for three years under TDG after which the individual must undergo re-certification. An un-trained individual may handle dangerous goods provided the goods are handled in the presence and under the direct supervision of an individual who holds a training certificate. Training arrangements can be made by contacting the main office of the Department of Environmental Health and Safety (EH&S).

Courses offered:
- Transportation of Dangerous Goods Training for Queen’s University Shippers and Receiver available online at: http://www.safety.queensu.ca/courses/tdg/tdgcourse.pdf
- Transportation Of Dangerous Goods: Biohazard Module, available online at http://www.safety.queensu.ca/courses/

Workplace Inspections
- Area 1 – In progress
- Area 2 – In progress
- Area 3 – Cancer Research, Louise D. Acton, Abramsky, Carruthers, Clark Hall, Ontario Hall, Theological Hall, Kingston Hall, New Medical Building, Old Medical Building
- Area 4 – Gordon-Brockington Hall, Leonard Hall

REMINDER: Completed workplace inspection reports are to be submitted for central filing.

Safety Reports
- No updates

- Days Free of Lost Time Injuries: 44 days as of February 21, 2018.
  (Last Lost Time Injury: January 8, 2018)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday March 21, 2018, PPS Conference Room, Rideau Building, 2nd floor (Room 210).

Matthew Barrett
Chair
Doug Graham
Co-Chair

Copies to:
Ted Roddy
Donna Stover
Grounds shop
Environmental Health
& Safety

Doug Graham
CHP

Steve Senechal
Area 2 shop

Leah Neff
Area 3 shop

Matthew Barrett
Area 4 shop

Distribution List:
FIXIT
Area 4 – West shop

John Witjes
Larry Pattison
David Clark
Gord Meacher
William Shearing

Larry Conners
Phil Johnston
Area 1 & 5 shop
Area 2 shop

Notice Boards:
Support Team

Tracy Sweet
Area 3 shop

Donna Stover
Area 4 shop

Grounds shop

William Shearing
Area 4 – West shop

ختیری خوشنویسی
ACCIDENT REPORTING PROCEDURE – A.1

1.0 Forward
The purpose of this procedure is to provide guidance for employees and managers when reporting incidents and accidents and to ensure that this reporting is done in a proper manner consistent with requirements of the Occupational Health and Safety Act and the Workplace Safety & Insurance Board.

2.0 Procedure
When an employee is injured or is involved in an accident he/she is required to fill out an “Employee Incident Report”. If the employee requires medical attention or he/she will be off work as a result of the injury, a “WSIB Form 7” is to be filled out. This form will act as the recording document and ensure that any costs arising from the incident are covered by the appropriate payment body and that the incident is reviewed by the Joint Health and Safety Committee to avoid recurrence for other employees.

The following steps should be followed after an incident has occurred:

1. Report the incident to your manager as soon as possible (within 24 hours).
2. Fill out an Employee Incident Report.
3. Fill out a “WSIB Form 7” together with your manager in as much detail as possible if medical attention is required or the injury is a “lost time” injury. Ensure that both the employee and manager sign the report.
4. Together with the Assistant Area Manager and the Area Manager, complete an additional memo dealing with “Cause” (list conditions that contributed to the incident), and “Correction” (action taken or planned to be taken to correct the unsafe condition).
5. The Area Manager or Assistant Area Manager will forward the completed forms to the Department of Environmental Health and Safety within 24 hours of the incident. The Area Manager will also forward copies to the Joint Health and Safety Committee Secretariat.
6. If you have a lost time injury, immediately have your physician complete a Functional Abilities Form for Timely Return to Work and forward it to your Area Manager.
Queen's University
Physical Plant Services
Standard Operating Procedure

Subject: Accident Reporting Procedure
Issued by: Operations Director
Maximum Review Period: 2 Years

Number: A.1
Pages: 2
Date: June 2010

Note: *In the case of a Critical Injury, seal and protect the accident site. Then immediately contact Environmental Health and Safety, and two members of the PPS Joint Health and Safety Committee (one member from management and one from the union group). Environmental Health and Safety will contact the Ministry of Labour immediately.
*Critical Injury - As defined by Ontario Regulation 834 under the Occupational Health and Safety Act:

1. For the purposes of the Act and the Regulations, "critically injured" means an injury of a serious nature that,
   (a) places life in jeopardy;
   (b) produces unconsciousness;
   (c) results in substantial loss of blood;
   (d) involves the fracture of a leg or arm but not a finger or toe;
   (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
   (f) consists of burns to a major portion of the body; or
   (g) causes the loss of sign in an eye. O.Reg. 714/82, s.1