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

Unfinished Business

ACTION BY:

14.04 A campus wide roof railing program has been developed to address roof areas that have equipment near roof edges and a danger of falling. A list of buildings have been identified and will be tendered by the project management group. Ongoing.

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.

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. Complete.

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.

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.

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.
confined space awareness familiarization course has been scheduled for March 27 & 28. 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. Flags have been added to all Queen’s owned fire hydrants and signs have been installed to identify stand pipes. Complete. 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 inspections were completed by Safety Guys. Work orders have been set up in Archibus to ensure this activity occurs regularly. Complete. 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. Aluminum ladders have been removed from the Rideau Building 1st floor hallway. B.C.

New Business
- None received.

REGULAR REPORTS

Accident Reports
- None received.

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/onq_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:
• 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:
• New dates to be announced.

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:
• New dates to be announced

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
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/tdacourse.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 – In progress
- Area 4 – Morris, McNeill

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

Safety Reports
- No updates

- Days Free of Lost Time Injuries: 82 days as of March 21, 2018.
  (Last Lost Time Injury: January 8, 2018)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday April 18, 2018, PPS Conference Room, Rideau Building, 2nd floor (Room 210).

[Signatures]
Doug Graham
Chair

Matthew Barrett
Co-Chair
Copies to:
Ted Roddy
Doug Graham
Steve Senechal
Leah Neff
Matthew Barrett
Distribution List:
FIXIT

John Witjes
Larry Pattison
Don Conners
Phil Johnston
David Clark
Gord Meacher
Tracy Sweet
William Shearing

Donna Stover
Notice Boards:
Support Team
Area 1 & 5 shop
Area 2 shop
Area 3 shop
Area 4 shop
Area 4 – West shop

Grounds shop
Environmental Health & Safety
CHP
Parking