

**PHYSICAL PLANT SERVICES  
JOINT HEALTH AND SAFETY COMMITTEE  
Minutes of Meeting  
Wednesday July 24, 2019, 1:00 pm  
Rideau Building, room 229**

**In Attendance:**

**Chaired By:** Matthew Barrett

**Co-Chair:** Steve Senechal

**Worker Reps:** Jesse Bambrick, William Syroid, Andrew Richmond, Bill Hawes

**Management Reps:** Gord Meacher, Will Shearing

**Recorder:** Llynwen Osborne

**Absent:** Barrie Carson

**ACTION BY:**

**Unfinished Business**

- 15.02** Eye wash stations have been installed at water treatment stations in Area 1, 2 and 3. Area 4 stations to be ordered. The saline cartridges are now a stock item in Stores. An inspection process has been created to ensure the stations maintained (attached). A monthly inspection schedule is to be generated in Archibus. Ongoing. M.B.
- 15.11** A confined space inventory was developed and used to ensure confined spaces on campus are identified and signed appropriately. Metal signs have been purchased to label areas that required a different format. Stickers are available through Fix-It. Some locations are still under review. Stencils have been ordered for CHP. Ongoing. S.S.
- 16.02** Fire extinguisher inspections have been conducted and a variety of deficiencies have been identified. Deficient fire extinguishers are to be replaced in all areas. Area 3 installations are almost complete. Area 4 is to be addressed next. All extinguishers will be barcoded for future tracking. Ongoing. B.C.
- 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. A Fume Hood Duct/Damper Maintenance Procedure has been updated with comments from the committee. Shop meetings to be scheduled to review the new SOP.  
A draft roof top sign along with supporting documentation was presented to the committee by Director, Environmental Health & Safety and Director, Physical Plant Services (see 19.01). A policy and procedure for accessing roofs where fumehoods are present will be developed separately. Ongoing. Follow up required. S.S.

- 18.03** Committee member inquired about the PPS standard operating procedure A.6 Equipment Lockout & Tag Procedures revised and issued in August 2017. Follow up is being requested:
- “Appendix A-Monitoring” to ensure a formal monitoring procedure is implemented.
  - A procedure developed for seasonal locks versus personal locks and included in the SOP (ie. Different coloured tags).  
Currently, departmental tags aren’t available. Common keyed locks need to be purchased and kept in a central location (Fix-It? Stores?)
- Suggested revisions to the SOP were presented at the meeting for review and comment by the committee. G.M.
- 18.04** Not all PPS vans are equipped with First Aid kits and the vans that are need to be refreshed. Newly purchased vans have not been equipped with vehicle motion alarms. Vans should also be equipped with fire extinguishers. Vans are being audited. Area shop first aid kits need to be updated. Stores to create a part number for the kit item. M.B
- 19.01** PPS and EH&S have been working with a third party consultant to complete additional roof top modelling for buildings with fumehood systems. Contractor assessed roof tops and made recommendations based on fumehoods being in operation with chemicals present. A draft roof top sign along with supporting documentation was presented to the committee by the Director, Environmental Health & Safety and the Director, Physical Plant Services. Ongoing. S.S.
- 19.03** A committee member raised the concern that some of the work performed by custodian staff should require that they wear safety shoes/boots (ie. moving furniture, setting up exam tables, etc.). Committee discussed conducting a Job Safety Analysis on the work performed by custodians to assess the work for appropriate PPE.
- 19.04** Draft fumehood SOP for Chernoff Hall filter changes was issued to the PPS JH&S committee for review and has been approved. Pending release by EH&S. S.S.
- 19.05** Committee member raised a concern that “Keep Clear” labels need to be placed under our eye wash units. Anything placed underneath the units may interfere with their operation. This is stated in the instruction manual. Sample stickers have been ordered but further discussion is required. J.B.
- 19.06** A committee member observed that there is a great deal of custodial equipment being stored in mechanical rooms. Work order to be generated to have mech rooms cleared. M.B.
- 19.07** It was brought to the attention of a committee member that the trades need lift equipment or a truck with a lift to assist with moving heavy machinery (ie. heat pumps).
- New Business**
- 19.08** Committee member raised a concern that water and oil spill kits aren’t available in the area shops or mech rooms. A.R.

## **REGULAR REPORTS**

### **Accident Reports**

**May 28, 2019**, Employee stated that while moving tables in the classroom, the table dropped and he pulled out his shoulder. Appears to be an aggravation of a pre-existing condition.

**Lost Time:** Yes

**Recommendations:**

**June 15, 2019**, Employee stated that while climbing down a fixed rung ladder into an elevator pit his foot slipped off the second last rung. When he stepped onto the floor, his foot got caught between the second and last rung which caused him to slip and twist his foot.

**Lost Time:** Yes

**Recommendations:**

### **Joint Health & Safety Committee**

- PPS safety boards have been audited and updated.

### **Correspondence**

- None received

## **TRAINING**

### **Health & Safety Awareness**

#### **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](http://www.safety.queensu.ca/courses/onq_inst.htm)

### **First Aid & CPR**

**The next First Aid & CPR course will be:**

- **More dates will be announced in the Fall term.**

### **WHMIS**

**The next full WHMIS course dates will be:**

- August 14 (Wednesday), 1:30 – 3:30 pm

### **WHMIS Annual Refresher**

#### **Training Link:**

[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. The online test is available on the Environmental Health & Safety website: <https://www.queensu.ca/safety/courses/quiz/ladder.htm>

## Fire Extinguisher Training

PPS training sessions scheduled as needed.

## Workplace Inspections

- Area 1 – 96 Albert Street, 152 Albert Street, 32 Bader Lane, 51 Bader Lane, 9 St Lawrence, 154 Albert Street
- Area 2 – Dupuis
- Area 3 – In progress
- Area 4 – Victoria Hall

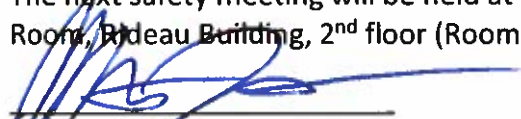
**REMINDER:** Completed workplace inspection reports are to be submitted for central filing.

## Safety Reports

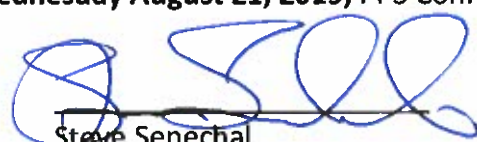
- No updates
- Days Free of Lost Time Injuries: 39 days as of July 24, 2019  
(Last Lost Time Injury: June 15, 2019)

## Next Meeting:

The next safety meeting will be held at 13:00 hrs on **Wednesday August 21, 2019**, PPS Conference Room, Rideau Building, 2<sup>nd</sup> floor (Room 229).



Matthew Barrett  
Chair



Steve Senechal  
Co-Chair

### Copies to:

Jesse Bambrick  
Steve Senechal  
William Shearing  
Matthew Barrett  
Gord Meacher  
William Syroid  
Barrie Carson  
Andrew Richmond

Bill Hawes

### Distribution List:

FIXIT  
John Witjes  
Larry Pattison  
Don Conner  
David Clark  
Pierre Bartkowiak  
Tracy Sweet

Matthew Rhymer

Michael MacLean

Rob Dusharm

Donna Stover

### Notice Boards:

Office staff  
Area 1, 4, 5 & 8 shops  
Area 2 shop  
Area 3 shop

Area 4 – West shop

Lock Shop

Grounds shop

Environmental Health  
& Safety

CHP

Parking

## STANDALONE EYEWASH STATION MONTHLY INSPECTION ROUTINE

- Visually inspect the unit to ensure seals are present and that the unit is complete and free from damage.

**DO NOT LIFT ACTIVATING DOOR DURING INSPECTION, AS IT WILL START FLUID FLOW. ONCE FLUID FLOW HAS STARTED, IT CANNOT BE STOPPED.**

- If the Tamper Evident seal is missing or damaged (see figure 1), check to determine if the cartridges have been discharge. If the cartridges have not been discharged then apply a replacement seal. If it appears that the cartridges have been discharged then change the cartridges immediately. Notify the Area Manager immediately.
- If "Warning Service Immediately" notice is visible or if the activating door is open, replace cartridges immediately. Instructions are included in the replacement cartridge package. Notify the Area Manager immediately.
- If damage to the unit is observed or suspected, notify the Area Manager immediately.
- The cartridge fluid expiration date is printed on each black strap attached to the activation handle (see figure 1). Replace cartridge if the fluid has expired or will expire within the next 30 days. Instructions are included in the replacement cartridge package.
- Look through the window to ensure that platens are unlatched and are resting on the solution bags.
- Ensure drain is in the closed position, with handle turned straight back.
- Ensure the area around and under the eyewash station clear of obstruction and debris.
- Initial the inspection record tag hanging on the unit and check the monthly inspection sheet.

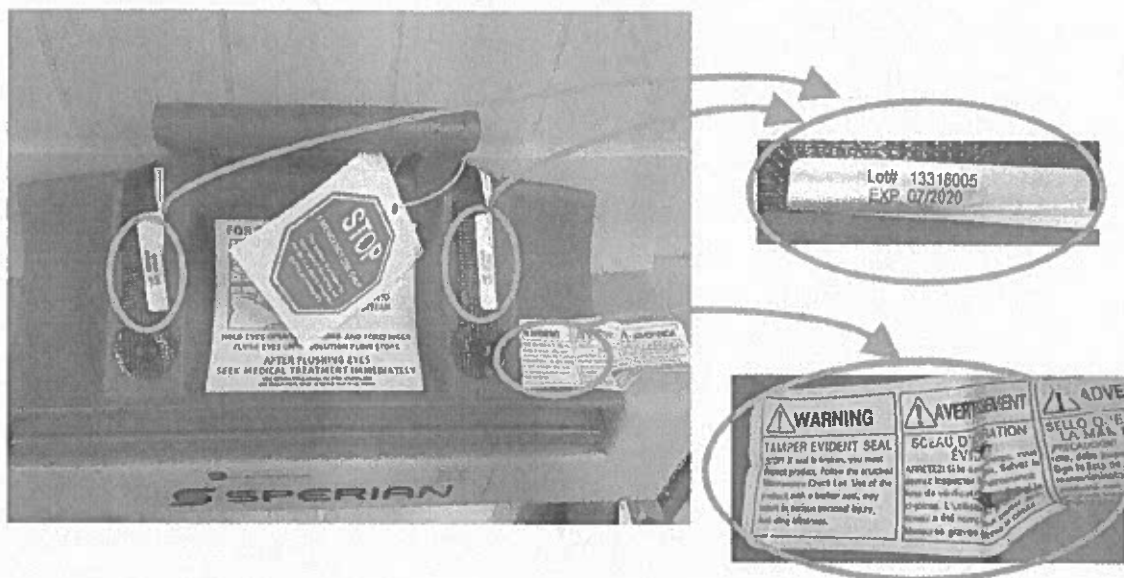


Figure 1 Eyewash Station Tamper Evident Seal and Solution Expiry Date

