PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday January 16, 2019, 1:00 pm
Rideau Building, room 229

In Attendance:
Chaired By: Matthew Barrett
Co-Chair: Steve Senechal
Worker Reps: Bill Syroid, Barrie Carson, Jesse Bambrick, Ted Roddy
Management Reps: Gord Meacher,
Recorder: Llynwen Osborne
Absent: William Shearing
Guests: Larry Pattison, Dan Langham

ACTION BY:

Unfinished Business

15.02 Eye wash stations are needed at water treatment stations across campus. Fifty eyewash stations have been received and installed. More to be ordered in April. A monthly inspection schedule is to be generated in Archibus. Ongoing. M.B.

15.11 Committee member raised a concern that many PPS trades staff aren’t aware which spaces are designated as confined space on campus. Confined space signage has been purchased and installation is ongoing. The list of confined space locations is under review as some locations have been missed and some require a different format sign. Pricing has been requested for metallic stickers for spaces that require a different format. A confined space inventory will be provided to PPS trades staff to assist with defining these spaces. 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 2 is complete. Area 3 will receive inspected extinguishers from Area 2. Audits needed in Area 1 and Area 4. 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 fume hood alarm at Ellis Hall where shutdown protocols were not followed by ERC or PPS. A Fume Hood Duct/Damper Maintenance Procedure has been drafted at was presented to the committee by the Director of Environmental Health & Safety. Any comments will be reviewed and the SOP amended as necessary. Release of the SOP for use is targeted for February. Orientation for staff involved in fumehood repair will be carried out as part of the release process. A policy and procedure for accessing roofs where fumehoods are present will be developed separately. PPS and EH&S have been working with a third party consultant to complete additional roof top modelling for buildings with fumehood systems. Results are being received and interpreted. A draft roof top sign along with supporting documentation will be provided to the JH&S Committee in February. Ongoing. 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?)
Area 3 staff have been notifying the Area Manager as lockouts are performed for monitoring. The system has been working well. Process to be reviewed with other area managers.  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 and fire extinguisher training should be provided.  M.B

New Business
No new business received.

REGULAR REPORTS

Accident Reports
- None received.

Joint Health & Safety Committee
- No updates to report

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/ong_inst.htm

First Aid & CPR
The next First Aid & CPR course will be:
- New dates to be announced

First Aid Refresher
The next First Aid Refresher course will be:
- New dates to be announced

WHMIS
The next full WHMIS course dates will be:
- Monday January 28, 2019, 1:30 – 3:30 pm
WHMIS Annual Refresher
Training Link:
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.
- Sessions have been scheduled for PPS trades staff throughout January.

Working at Heights Refresher Training
- Sessions have been scheduled for PPS trades staff throughout February.

Workplace Inspections
- Area 1 – Completed for 2018
- Area 2 – Walter Light Hill, Miller-Bruce Wing
- Area 3 – In progress
- Area 4 – In progress

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

Safety Reports
- No updates
- Days Free of Lost Time Injuries: 393 days as of January 16, 2019
  (Last Lost Time Injury: January 8, 2018)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday February 20, 2019, PPS Conference Room, Rideau Building, 2nd floor (Room 229).

Matthew Barrett
Chair

Steve Senechal
Co-Chair

Copies to:
Ted Roddy
Jesse Bambrick
Steve Senechal
William Shearing
Matthew Barrett
Gord Meacher
William Syroid
Barrie Carson

Distribution List:
FIXIT
John Witjes
Larry Pattison
Don Conners
Phil Johnston
David Clark
Tracy Sweet
Leah Neff

Matthew Rhymer
Michael MacLean
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