PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Tuesday July 18, 2018, 1:00 pm
Rideau Building, conference room 210

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

ACTION BY:

Unfinished Business

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. 60 stations have been ordered. Installation locations are to be selected and an inspection schedule will be put in place. 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. A confined space awareness familiarization course was attended by all PPS trades staff on June 20. Signage has been purchased (sample attached) and will be posted to identify areas that are classified as confined space. A confined space inventory that will be provided to PPS trades staff to assist with defining these spaces. Ongoing. S.S

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 have been conducted and a variety of deficiencies have been identified. Some will be sent for testing and others will be replaced. Deficient extinguishers are in the process of being replaced in Area 2. 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. EH&S has drafted an SOP to address safety concerns regarding fume hood 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.

New Business

18.03 Committee member inquired about the PPS standard operating procedure A.6 Equipment Lockout & Tag Procedures revised and issued in August 2017. Specifically, they are requesting
follow up on the implementation of Appendix A. Monitoring which outlines the responsibility of supervisory staff to ensure:

- The procedure is being implemented correctly and effectively by the workers they supervise.
- Visit very work location where equipment specific lockout procedures are being used.
- Visit a representative sample of breakdown maintenance and preventative maintenance (not less than twelve visits per year).
- Document visits and report on their observations to the Director, Engineering and Operations.

REGULAR REPORTS

Accident Reports
- None received.

Joint Health & Safety Committee
- The committee continues to review ways to promote health & safety in the workplace.

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](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/ons_inst.htm](http://www.safety.queensu.ca/courses/ons_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:
  - New dates to be announced

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:
  - Wednesday August 15 – 1:30 pm – 3:30 pm

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/ong_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.

Workplace Inspections
  - Area 1 – In progress
  - Area 2 – Queen’s Centre
  - Area 3 – McLaughlin Hall, Richardson Labs, Haynes Hall, 18 Barrie Street
  - 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: 201 days as of July 18, 2018.
  (Last Lost Time Injury: January 8, 2018)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday August 15, 2018, PPS Conference Room, Rideau Building, 2nd floor (Room 210).

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