PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday November 27, 2019, 1:00 pm
Rideau Building, room 229

In Attendance:
Chaired By: Matthew Barrett
Co-Chair: Steve Senechal
Worker Reps: Jesse Bambrick, Andrew Richmond, Bill Syroid
Management Reps: Gord Meacher
Recorder: Llynwen Osborne
Absent: Barrie Carson
Guests: Larry Pattison

ACTION BY:

Unfinished Business

15.02 Eye wash stations installed at water treatment stations in Area 1, 2 and 3. Area 4 stations to be ordered. Saline replacement cartridges are available in Stores. An inspection process and schedule has been created to ensure the stations maintained. Ongoing. M.B.

15.11 The current confined space inventory is out of date and some sites are not signed. Committee is requesting an updated list of confined spaces from EH&S to reflect buildings and spaces that have been added since the original audit (ie. Mitchell, Brant, Smith, etc). Ongoing. S.S

16.02 Fire extinguisher deficiencies were identified during monthly inspections. Deficient fire extinguishers are being replaced in all areas. Area 3 installations are 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 created. 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). G.M.
18.04 Not all PPS vans are equipped with First Aid kits. The vans with First Aid kits need the kits refreshed. Stickers are available in stores. Newly purchased vans have been equipped with vehicle alarms. Vans should also be equipped with fire extinguishers. Vans are being audited. Area shop first aid kits also need to be updated. Ongoing.

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 provided a draft report. Report is being reviewed. Signs and maps are being developed. Ongoing.

19.03 A committee member raised the concern that some of the work performed by custodial staff should require that they wear safety shoes/boots (ie. moving furniture, setting up exam tables, etc.). Ongoing.

19.04 Draft fumehood SOP for Chernoff Hall filter changes was issued to the PPS JH&S committee for review and has been approved. Recommendation made to revise SOP to include all buildings with heat recovery systems. Ongoing.

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. Clean up in progress. Investigating changing locks to mech/elec rooms.

19.09 A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled. Quote received. Sessions to be planned for February. Ongoing.

19.11 A committee member expressed concern over a contractor, Christmas Steel, not following proper craning practices. The work was stopped twice. Once by the Area 2 Manager and again by the committee member. Incident to be reviewed with the Director, Design & Construction. Ongoing.

New Business
None received.

REGULAR REPORTS

Accident Reports
None received.

Joint Health & Safety Committee
New OHSA Act Books arrived and will be distributed to safety boards.
The PPS JH&S committee is seeking two new members: CUPE 229 worker rep and management rep.

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:
- December 3 & 4 (Tuesday and Thursday) - currently full
- January 28 & 29 (Tuesday and Wednesday) - Currently Full
- February 11 & 12 (Tuesday and Wednesday)

WHMIS
The next full WHMIS course dates will be:
- Dates to be offered in the new year.

WHMIS Annual Refresher
Training Link:
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.

Hoist & Rigging Training
- December 3 and 4, 2019

Workplace Inspections
- Area 1 – in progress
- Area 2 – in progress
- Area 3 – in progress
- Area 4 – Smith House, Brant House

REMINDER: Completed workplace inspection reports are to be submitted for central filing.
- Days Free of Lost Time Injuries: 105 days as of November 27, 2019
  (Last Lost Time Injury: August 13, 2019)

Next Meeting:
The next safety meeting will be held at 13:00 hrs on Wednesday January 22, 2020 PPS Conference Room, Rideau Building, 2nd floor (Room 229).

Matthew Barrett
Chair

Steve Senechal
Co-Chair
Copies to:  
Jesse Bambrick  
Steve Senechal  
Matthew Barrett  
Gord Meacher  
William Syroid  
Barrie Carson  
Andrew Richmond  
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Area 1, 4, 5 & 8 shops  
Area 2 shop  
Area 3 shop  
Area 4 – West shop  
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Grounds shop  
Environmental Health & Safety  
CHP  
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