PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday September 19, 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, Barrie Carson
Management Reps: Gord Meacher, Leah Neff
Recorder: Llynwen Osborne

Absent:

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. Fifty eyewash stations have arrived and a work order will be submitted to start the installations. 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 and will be posted to identify areas that are classified as confined space. A confined space inventory 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. All Area 2 deficient fire extinguishers have been replaced. The deficient extinguishers have been sent for testing and will be distributed to another area. 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. 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. 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. 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 every 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.

An informal inspection reporting process has been followed over the past year. A more formal process is being piloted in Area 3. The recording system is working well and may be implemented in other area shops.

G.M.

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.

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&ss/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:
- 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:
- 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.

**Workplace Inspections**
- Area 1 – In progress
- Area 2 – In progress
- Area 3 – 78, 100 and 102 Barrie Street, Fleming Hall – Stewart-Pollock Wing
- Area 4 – Jean Royce Hall, Phase 1 & 2

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

**Safety Reports**
- No updates

- Days Free of Lost Time Injuries: 254 days as of September 19, 2018
  
  **(Last Lost Time Injury: January 8, 2018)**

**Next Meeting:**
The next safety meeting will be held at 13:00 hrs on **Wednesday October 17, 2018**, PPS Conference Room, Rideau Building, 2nd floor (Room 210).

*Signatures*

Doug Graham  
Chair

Matthew Barrett  
Co-Chair

**Copies to:**
- John Witjes
- Larry Pattison
- Donna Stover
- Ted Roddy
- Don Conners
- Support Team
- Doug Graham
- Phil Johnston
- Area 1 & 5 shop
- Steve Senechal
- David Clark
- Area 2 shop
- Leah Neff
- Gord Meacher
- Area 3 shop
- Matthew Barrett
- Tracy Sweet
- Area 4 shop
- Distribution List:
- William Shearing
- Area 4 – West shop

**Notice Boards:**
- Grounds shop
- Environmental Health
- & Safety
- CHP
- Parking