

**PHYSICAL PLANT SERVICES
JOINT HEALTH AND SAFETY COMMITTEE
Minutes of Meeting
Wednesday March 20, 2019, 1:00 pm
Rideau Building, room 229**

In Attendance:

Chaired By: Matthew Barrett

Co-Chair: Steve Senechal

Worker Reps: Ted Roddy, Jesse Bambrick

Management Reps: Gord Meacher, William Shearing

Recorder: Llynwen Osborne

Absent: Bill Syroid, Barrie Carson

Guests: Larry Pattison

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. EH&S to amend the SOP-LAB-03 Emergency Eyewash Stations & Safety Showers with a PPS specific Appendix for the new the stations. 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 installations have started. Area 1 is being audited. Area 4 needs to be audited. 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.

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. Fire extinguisher training has been provided to trades staff (last session scheduled for April 15). 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. S.S.
- 19.02** The committee discussed the use of the PPS Health & Safety Observation Form in the workplace and recommend that management review the process for reporting workplace hazards with all staff and ensure hard copies of the forms are made available. G.M.

New Business

- None 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/onq_inst.htm

First Aid & CPR

The next First Aid & CPR course will be:

- March 19 & 20 (Tues/Wed), 9:00 am – 4:00 pm

WHMIS

The next full WHMIS course dates will be:

- Friday March 22, 2019, 9:30 - 11:30 am
- Tuesday April 30, 2019, 9:30 - 11:30 am

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.

- Final session scheduled for Monday April 15, 8:30 am – 10:00 am.

Workplace Inspections

- Area 1 – In progress
- Area 2 – Nicol Hall, Gordon Hall, School of Health Sciences and Kinesiology, MacGillvray-Brown Hall
- Area 3 – Abramsky Hall, Carruthers Hall, 18 Barrie Street, 78 Barrie Street, 80-82 Barrie Street, 84 Barrie Street, 98 Barrie Street, 100 Barrie Street, 102 Barrie Street, 146 Barrie Street
- Area 4 – Morris Hall, McNeill House

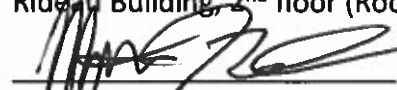
REMINDER: Completed workplace inspection reports are to be submitted for central filing.

Safety Reports

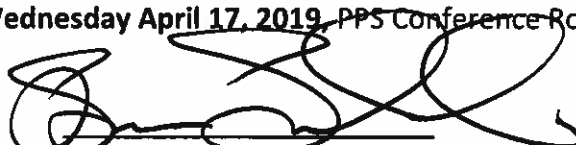
- No updates
- Days Free of Lost Time Injuries: 456 days as of March 20, 2019
(Last Lost Time Injury: January 8, 2018)

Next Meeting:

The next safety meeting will be held at 13:00 hrs on **Wednesday April 17, 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
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