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

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

ACTION BY:

Unfinished Business

15.02 Eye wash stations have been installed at water treatment stations in Area 1, 2 and 3. Area 4 stations to be ordered. The saline cartridges are now a stock item in Stores. An inspection process has been created to ensure the stations maintained. A monthly inspection schedule is to be generated in Archibus. Signs should be added to stations to ask that users notify PPS if used so the stations can be refilled. Ongoing. M.B.

15.11 A confined space inventory was developed and used to ensure confined spaces on campus are identified and signed appropriately. Some locations are still under review. 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 through EH&S to identify vans with kits. 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.

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 fume hood 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. Ongoing.

S.S.

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.). Committee discussed conducting a Job Safety Analysis on the work performed by custodians to assess the work for appropriate PPE. Ongoing.

S.S.

19.04 Draft fumehood SOP for Chernoff Hall filter changes was issued to the PPS JH&S committee for review and has been approved. Pending release. Ongoing.

S.S.

19.05 Committee member raised a concern that “Keep Clear” labels need to be placed under our eye wash units. Anything placed underneath the units may interfere with their operation. Committee determined that “Keep Clear” labels are not necessary as checking for obstructions is part of the monthly inspection process. Completed.

J.B.

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.

M.B.

19.07 It was brought to the attention of a committee member that the trades need lift equipment or a truck with a lift to assist with moving heavy machinery (ie. heat pumps). Future vehicles purchased will be equipped with lifts. Completed.

G.M.

19.09 A committee member inquired about asbestos awareness training for custodial staff. Training to be scheduled. Ongoing.

S.S.

New Business

19.11 A committee member expressed concern over a contractor, Christmas Steel, not following proper craning practices (photos attached). The work was stopped twice. Once by the Area 2 Manager and again by the committee member.

S.S.
REGULAR REPORTS

Accident Reports
August 29, 2019, Employee stated they attempted to use the push bar on a fire exit door. The door was difficult to open and the worker’s finger was pinched as a result. He sustained a cut.
Lost Time: No
Recommendation: Work order submitted to have door checked.

Joint Health & Safety Committee
- New OHSA Act Books arrived and will be distributed to safety boards.

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:
- November 20 & 21, 9 am – 4 pm

WHMIS
The next full WHMIS course dates will be:
- Thursday November 21, 2:00 – 4:00 pm.
- Friday November 22, 9:00 - 11:00 am

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.

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.
Workplace Inspections
- Area 1 – in progress
- Area 2 – Duncan McArthur Hall, West Campus Chiller Plant
- Area 3 – in progress
- Area 4 – Area 4 Shop

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

**Safety Reports**
- No updates
  - Days Free of Lost Time Injuries: 63 days as of September 18, 2019
    (Last Lost Time Injury: August 13, 2019)

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

Steve Senechal  
Chair

Matthew Barrett  
Co-Chair

**Copies to:**
- Jesse Bambrick
- Steve Senechal
- William Shearing
- Matthew Barrett
- Gord Meacher
- William Syroid
- Barrie Carson
- Andrew Richmond

**Distribution List:**
- Bill Hawes
- John Witjes
- Larry Pattison
- Don Conner
- David Clark
- Pierre Bartkowiak
- Tracy Sweet

**Notice Boards:**
- Matthew Rhymer
- Michael MacLean
- Rob Dusharm
- Dcnna Stover
- 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