

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
May 14, 2019

Present: Kevin Gerrior, Greg MacDougall, Gwen Muise, Pierre Venedam, Shaun Chisholm, Paul Chisholm, Gary MacMillan, Rachel MacPhee, Laurie Reid

Action Items are Underlined. Please take note of those assigned to you or the Committee, and be prepared to provide update at the next meeting.

Meeting was chaired by Kevin Gerrior. Meeting commenced at 12:30 p.m.

APPROVAL OF AGENDA

The agenda was approved.

APPROVAL OF MINUTES FROM LAST MEETING

The minutes from the last meeting on April 9, 2019 were reviewed and approved.

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Sharps

14 May 19 – Tabled to next meeting.

9 Apr 19 – Draft procedure was reviewed. Laurie to update and recirculate to the committee to get it finalized.

12 Mar 19 – Carry forward to next meeting.

12 Feb 19 – Carry forward to next meeting.

8 Jan 19 – No update; carry forward to next meeting.

20 Nov 18 – A draft procedure was distributed to the committee and reviewed. Janet to review with Security prior to finalization.

16 Oct 18 - Confirmation was requested about how to handle sharps. Vince said there was one found in residence last summer. Diabetics have a container for theirs through the pharmacy. There is also a drop-off at Bloomfield Health Centre. Janet to develop procedure and communicate to everyone who may encounter sharps.

Safety footwear in custodial assignment room

14 May 19 – Final decision on the footwear required in the custodial assignment room is that no open toe footwear shall be worn in the custodial assignment room. Sign to be put up. CLOSED

9 Apr 19 – On the last room now, once done, signs will be put up.

12 Mar 19 – The room is currently under renovations. Gary will put up signs once renovations are complete.

12 Feb 19 – The committee agreed that making the area a PPE-required zone is prudent. Gary to communicate to his employees and install signage in area to indicate PPE requirements. This will be done after renovations are complete in that area.

8 Jan 19 - Gary raised the issue of the requirement to wear safety shoes. The concern is employees entering the assignment room or other “non-task” areas wearing unsafe footwear. Caution should be taken to ensure rules are enforceable and consistent for everyone, as much as possible. They need to be clear, and signage should be used as required to clearly communicate rules.

Body Substance Isolation

15 May 19 – The issue of biohazard bags affects the entire campus. Laurie to ensure the proper disposal of these bags is communicated to all affected persons.

9 Apr 19 – After speaking to Bruce Avery of the Guysborough Landfill and Nicole Havercort, Regional Waste Reduction Coordinator, it was determined that red biohazard bags are not supposed to be put in the garbage. Any body substances should be absorbed, then they can be disposed of in a clear bag in regular garbage. This is different information than what was provide by Chandler during training (who said all body substance should go in a red biohazard bag and be put in a black garbage bag). Gary advised this new information was communicated to the custodians. Laurie to follow-up with the rest of the university in this regard.

12 Mar 19 - A discussion was held regarding disposal of red biohazard bags. During recent Bloodborne Pathogen training, custodial employees were advised by the Chandler sales representative, who conducted the training, that they had to dispose of all body substances (e.g. blood, urine, vomit) in a red biohazard bag. Several questions arose about the use and disposal of the bags. Laurie to follow-up with local authorities to verify correct procedure for disposing of body substances. Procedure should be developed for all of FM for body substance isolation. It was suggested that follow-up take place with the RLCs who also use mess kits, including the biohazard bags.

Alternates

14 May 19 – Sylvia advised that Lanetta Rhynold will act as an Alternate.

9 Apr 19 – Kevin Gerrior talked to Sylvia to see if we can get more alternates. Kevin Latimer and Vince Arsenault are alternates for maintenance supervisors. Custodial supervisor alternate is Pierre.

12 Mar 19 - Shaun to look at alternates for members of the committee.

HEALTH AND SAFETY CONCERNS

Coffee pot being left on in PSC – email was sent to Alison Sampson to send a note to building occupants to ensure they turn the coffee pot off when not in use.

It was reported that some workers are standing on chairs instead of using step ladders. The safe use of ladders should be covered in an upcoming toolbox, including communicating to everyone that standing on chairs is not safe.

REVIEW OF INCIDENTS

The incident summary was reviewed, and corrective actions were discussed.

REVIEW OF MONTHLY INSPECTIONS (OCA LOG)

No discussion at this meeting (new static agenda item).

UPDATE ON HEALTH AND SAFETY TRAINING

Mobile Elevating Work Platform (MEWP) training for Custodial employees to be booked at, in conjunction with Conference Services.

There will be training for FM JOHSC members in October.

There will be training for FM Supervisors in October.

NEW BUSINESS

There was no new business raised at this meeting.

DATE AND TIME OF NEXT MEETING

Next meeting is scheduled for Tuesday, June 11th at 12:30 p.m. in the F.M. Boardroom.

ADJOURNMENT

Meeting was adjourned at 1:49 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Kevin Gerrior, Co-Chair