

**Facilities Management Joint Occupational Safety Committee (FMJOHSC)**  
**Meeting Minutes**  
**October 16, 2018**

**Present:** Kevin Gerrior, Jason Langley, Greg MacDougall, Gwen Muise, Vince Arsenault (alternate for Darlene Campbell), Shaun Chisholm, Dean Macdonald, Gary MacMillan, Laurie Reid, Janet Beaton

**Absent:** Darlene Campbell

**\*\*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 Gary MacMillan. Meeting commenced at 1:05 p.m.

**APPROVAL OF AGENDA**

The agenda was reviewed and approved.

**APPROVAL OF MINUTES FROM LAST MEETING**

The minutes from the last meeting on September 11, 2018 were reviewed and approved.

**OUTSTANDING ITEMS FROM PREVIOUS MEETINGS**

***Golf Cart Safe Driving***

Students driving golf carts unsafely – previously addressed by Shaun with Bob Hale. CLOSED.

***KMC Electric Exit***

KMC Electrical exit is blocked off at the walking track – Gary to follow-up to see if anything is blocking the door.

***Sharps***

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.

***Foot Protection***

Clarification was requested as to whether heels are required on foot protection to be able to work safely on ladders. There is no requirement in the Regulations for wearing heels on ladders. Best practice for working on ladders is to wear foot protection with clean and dry non-slip soles and heels. A draft safe work practice (SWP) for portable ladders was circulated\*, including the requirement for safe footwear. The members were reminded that selection of specific PPE is a function of the Committee.

### ***Right to Know Boards***

These bulletin boards have been installed in (5) five areas in Facilities Management to meet provincial posting requirements and to have a way to communicate the same information to all FM employees. There will be more information added once it has been reviewed approved (e.g. incident and observation logs). CLOSED.

### ***Appointment of Co-Chairs***

Jason Langley will be the Employee-representing Co-Chair for the coming year. The Management-representing Co-Chair will be confirmed at the next meeting.

### ***Terms of Reference***

Updated Terms of Reference were circulated to the Committee for them to review and provide feedback prior to finalization. This will be discussed at the next meeting.

## **HEALTH AND SAFETY CONCERNS**

### ***Physical Sciences Centre Fugitive Emissions***

Janet advised there was a concern received from the PSC about fugitive emissions entering the building. There was discussion as to whether the emissions came from the construction site or the oil delivery truck. Janet to monitor.

### ***Snow Removal Workers Travelling in Inclement Weather***

Gwen asked if workers who are expected to travel in inclement weather to perform snow removal are covered by WCB if they get in a vehicle accident. Janet advised that the WCB decides on such situations on a case by case basis. The WCB may base their decisions on compensation details. The issue was also raised for workers who are on a "call-out". Following discussions, it was suggested that Janet follow up with the WCB Relationship to try to get a more definitive answer for the Committee.

### ***Path of Travel for Gator Machines***

Gwen expressed a concern about the path of travel for the Gator machines across campus. Shaun to follow-up with Paul Chisholm.

## **REVIEW OF INCIDENTS**

There were four muscle strain claims since the last meeting, with one resulting in Lost Time. Janet advised she has a meeting with WCB on October 31, 2018 to discuss resources available to help to eliminate musculoskeletal (MSD) incidents.

## **REVIEW OF MONTHLY INSPECTIONS (OCA LOG)**

No discussion at this meeting (new static agenda item)

## **UPDATE ON HEALTH AND SAFETY TRAINING**

No discussion at this meeting (new static agenda item)

## **NEW BUSINESS**

### ***Draft Portable Ladder Safe Work Practice (from outstanding items above)\****

A draft safe work practice for portable ladder use was distributed to the Committee, and they were asked to review it themselves and with other employees, and provide any comments to Laurie, prior to finalization. Ladders are a critical task that is performed constantly by workers in FM, so ensuring everyone knows the rules and regulations around their use is important. Once final, this will be reviewed with all FM employees at a safety chat / toolbox talk. It was noted that this SWP is one small component of the entire FM safety program. All components of the program will require review by the committee, and eventually by affected employees.

### ***New University Cannabis / Smoking Policy***

Janet advised with the legalization of cannabis and the update of the Nova Scotia Smoke Free Places Act on October 17<sup>th</sup>, the University has updated their policies. This has been communicated to everyone by email. Basically, all smoking shall be at least 20 metres away from buildings, sports fields, etc. A complete campus ban on smoking is being considered, and consultation with stakeholders will take place through the fall.

## **DATE AND TIME OF NEXT MEETING**

Next meeting is scheduled for Tuesday, November 20<sup>th</sup> at 1:00 p.m. in the F.M. Boardroom

## **ADJOURNMENT**

Meeting was adjourned at 2:05 p.m.

## **APPROVED BY:**

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Gary MacMillan, Co-Chair

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Jason Langley, Co-Chair