

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
January 16, 2020

Present: Kevin Gerrior, Greg MacDougall, Lanetta Rhynold, Shaun Chisholm, Vince Arsenault, Gary MacMillan, 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 Shaun Chisholm. Meeting commenced at 1:00 p.m.

APPROVAL OF AGENDA

The agenda was approved by consensus

APPROVAL OF MINUTES FROM LAST MEETING

The minutes from the last meeting on December 10, 2019 were reviewed and approved by consensus

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Alternates

16 Jan 20 – Meeting was delayed one week due to the storm closure. Lanetta Rhynold is the new member replacing Rachel, and Mary MacLean is the alternate. Kevin Gerrior advised he is looking for alternates as well.

10 Dec 19 – Tuesday and Wednesday are Custodial's days off. We will try Thursdays to see if they work better. January 9th next meeting. Maintenance supervisors will alternate and do three to four months at a time.

11 Jun 19 – No update.

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.

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

Room 440 in Riley and O'Regan

16 Jan 20 – Vince to install signage close to ladder – FM only. Padlock. Absolutely no access to the roof. RAs are a concern. Room should have been reassigned through James Tobin. Laurie to email James Tobin and Sandy MacIntosh to pass on the committee's concerns. This concern will be monitored and revisited if required.

10 Dec 19 - Employee express concern about RLCs taking over new room in 440 in Riley and O'Regan. Ladders can access roof. Used to be downstairs in 130, switched because it's bigger. Vince and Laurie to look at room together, then follow-up with Sandy MacIntosh. What are the issues with 130?

HEALTH AND SAFETY CONCERNS

A concern was expressed about the handling of an incident involving a stranger approaching a worker in a building on Sunday, January 12th around 10 pm. This matter is under investigation, and the concerns expressed will be forwarded to the investigation team.

The back door continues to be propped open at ramp at loading dock near kitchen in Bloomfield. It was suggested that we put alarm on the door. RJ Bartlett did a study, and the door requires a panic bar. Recommendations from RJB about (life safety) egress being reviewed in the Project Office. Propping open doors still an issue – try different signage. There are constant pest control complaints in this area. Laurie to send email to Saputo to express concern.

REVIEW OF INCIDENTS

The incidents that took place since the last meeting were reviewed, and corrective actions were discussed.

UPDATE ON HEALTH AND SAFETY TRAINING

- OHS Leadership Training is scheduled for all FM supervisors and managers on Wednesday, February 12th.
- The requirement for rigging training is being assessed and will be booked in due course.
- Asbestos Awareness training will be arranged for all FM employees.
- Possible training for FM First Aid Attendants.

NEW BUSINESS

The draft Respiratory Protection Program was reviewed and discussed. Members were asked to have other employees review, and we will have a special meeting on January 30th to discuss.

DATE AND TIME OF NEXT MEETING

Upcoming meetings are: January 30th (special), February 13th, March 12th, April 9th, May 14th, June 11th.

ADJOURNMENT

Meeting was adjourned at 2:10 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Kevin Gerrior, Co-Chair