

Facilities Management Joint Occupational Safety Committee (FMJOHSC)
Meeting Minutes
March 12, 2020

Present: Mary MacLean, Greg MacDougall, Gwen Muise, Vanessa Crispo, Darlene Campbell, Shaun Chisholm, Gary MacMillan, Vince Arsenault, 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 (in Kevin's absence). 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 January 16, 2020 were reviewed and approved by consensus

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Alternates

12 Mar 20 – Mary is the member for Custodial and Vanessa Crispo is the alternate.

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

12 Mar 20 – Email was sent out James and Sandy. Monitor situation. CLOSED.

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?

Stranger on Campus

12 Mar 20 – No further action required. CLOSED.

16 Jan 20 - 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.

Propping of door in Bloomfield

12 Mar 20 – This was raised with Sodexo and Bob Hale. Monitor Looking at signage.

16 Jan 20 - 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 Sodexo to express concern.

Draft Respiratory Protection Program

12 Mar 20 – Program was approved by FM JOHSC on January 30th. It is being rolled out, and fit testing is taking place. Final version is on the OH&S website. If the supervisor recognized a breathing hazard, they must follow up in accordance with the RPP. CLOSED.

16 Jan 20 - The draft Respiratory Protection Program (RPP) was reviewed and discussed. Members were asked to have other employees review, and we will have a special meeting on January 30th to discuss.

HEALTH AND SAFETY CONCERNS

No new concerns were raised at this meeting.

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 took place.
- 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.

NEW BUSINESS

No new business was raised at this meeting.

DATE AND TIME OF NEXT MEETING

Upcoming meetings are: May 14th, June 11th.

ADJOURNMENT

Meeting was adjourned at 1:40 p.m.

APPROVED BY:

Shaun Chisholm, Co-Chair

Kevin Gerrior, Co-Chair