

**Workplace Safety & Health Committee
Facility Management & Building Services**

March 12, 2019

10:00 – am

FM31

MINUTES

Committee Members:

Management Members:

- Co-Chair** Dave Wozny, A/Director, Facility Management
- Al Podzorski, Senior Technical Manager, Facility Management

Employee Members:

- Co-Chair** Doug Worthing, Controls Technician, NDC Maintenance
- Dustin Girard, Building Services Worker, Building Services
- Matthew Crockett, Technical Officer, Facility Management
- Greg Grande, Electrician, NDC Maintenance

Guests: Guest attendance approved by Co-Chairs

Val Stewart, Administrative Assistant, Facility Management
David Malo, Health & Safety Officer, Safety & Health Services
Brady Barron, A/Supervisor, Grounds

Recorder
Safety & Health Services
Grounds

Call to Order: 10:05 am

<p>1. WELCOME AND INTRODUCTIONS</p>	<p>Dave Wozny, Management Co-Chair</p>
<p>2. REVIEW AND ACCEPTANCE OF AGENDA</p>	<p><input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below</p>

3. APPROVAL OF DECEMBER 11, 2018		<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Amended – if amended, list items below			
4. REVIEW ACTION ITEMS FROM PREVIOUS MINUTES December 11/18		Safety and health committee basic training was held with Kerilyn.			
a. Kerilyn Zielinski to deliver basic committee training May 31, 2018 UPDATE: Training was held on September 12. Dustin was unable to attend and Matthew was not yet a member. Jennifer noted that all Safety & Health Officers have been assigned to different committees; Jennifer was assigned to this committee and will now be our department’s main contact for safety & health related issues. December 11, 2018 <ul style="list-style-type: none"> Matthew noted he contacted Kerilyn and there was a training session the following day but he was already booked in meetings. Jennifer noted that Dave Malo will now be the Safety & Health Officer assigned to this committee as well as Facility Management’s main contact for safety & health related issues. Dave M will connect with Kerilyn regarding the basic committee training for Dustin, Matthew and Greg, who will then contact them. March 12, 2019 <ul style="list-style-type: none"> Matthew attended new general basic training. Further Action Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (item is closed and no further action required)		Action: Attend basic committee training Person Responsible: Dave Malo, Dustin Girard, Greg Grande Target Deadline:			
b. Lower level clean-up – old chemical, barrels of oil					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> Ceiling tiles are to be labelled where bait stations are located. Some aren't labelled and employees are unknowingly removing tiles then the bait falls onto them. 	<ul style="list-style-type: none"> Dave Wozny will follow-up with James Hawthorne to ensure that the vendor labels all locations. December 11/18: Dave W spoke with James H who spoke to Abell Pest Control whom have not used this method in past 10 years and we have no records from previous vendor. A lengthy discussion was held on how to safely open a ceiling tile. Dave W will direct maintenance department to produce a SWP for opening ceiling tiles. In the interim, wear safety glasses and a mask and open the tile more in the centre as bait stations were typically placed on the edges. If one is found, report to Building Services. March 12/19: No SWP yet. Dave W is attending maintenance toolbox safety meeting this week and will bring this forward; they are then to contact Dave M for assistance. 	Dave Wozny Dave Malo	ONGOING
d. Gylcol storage					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Doug Worthing	Sept 20/18	<ul style="list-style-type: none"> Maintenance assistants are finding glycol stored in garbage cans in various air handler rooms, more so in Building A. 	<ul style="list-style-type: none"> Jennifer contact Dave Sainsbury to determine where they are all located. Dave Wozny will notify Dave Sainsbury that Jennifer will be in contact with him. December 11/18: Jennifer discussed with Dave W and Gary but not much progress as Gary was unaware of this issue. Doug stated he knows the locations so will show Jennifer, Dave W, and Dave M after meeting. March 12/19: Meeting didn't occur. Doug stated it's been removed from Bldg A penthouse east and west ends. Doug to check into and if all has been removed, this item can be closed. 	Doug Worthing	CLOSE

e. Mercury spill in sub-basement					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> During review of sub-basement a steam flow meter was moved and mercury was spilled. Cleaned enough at time to suppress the spill then called Clean Harbors to remove the remainder and is now completely remediated. 	Dave W to email Jennifer and Soha the mercury inventory (Soha is the contact for chemicals/disposal.) March 12/19: Dave W re-sent 2017 inventory to Soha and requested to meet in the near future.	Dave Wozny	ONGOING
f. Fall Protection Training					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date

Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> • Dave M spoke on the issue. Stated lots of training was done through HazMasters this month but we are now moving towards in-house training that will be tailored to our needs; SHS met with Dave W regarding this. External training is generic. In-house training will be split into two: one for full heights training and another for ladder only (no harness required). • Greg asked if there's an expiry on training. Dave M explained Legislation doesn't state an expiration. Regulation states an employer must train their workers. Employer can also perform toolbox refresher training sessions. 	Develop a training plan. March 12/19: Dave M reported this also will become in-house training.	Dave Malo	ONGOING
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g. Contractor Safety Program Update

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
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Jennifer Brydon	Dec 11/18	<ul style="list-style-type: none"> • Dave M emailed a copy to Dave W. Currently have a 4 page checklist; working on one that has more information but will use the two together. Matthew asked if training in a specific area could be performed as an orientation. Dave M stated yes; this is more feasible. • Dave W asked if Doug (worker co-chair) could be part of review. 	Developing a new contractor safety program and review with Dave W and Doug. Once agreed upon, it will be presented to this committee. March 12/19: Dave M reported he sent a draft to Dave W who sent it to the electricians to review.	Dave Malo	ONGOING
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h. Machine Guarding

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Wozny	Dec 11/18	<ul style="list-style-type: none"> • Dave W asked for update on machine guarding. Dave M stated they anticipate there are 600 machines to be assessed and approx. 400 are complete. All assessment info is entered on a website that lists and ranks each one. • Greg asked what an employee is to do if a guard has been modified or disabled. Employee is to notify supervisor, supervisor to notify Director who will notify SHS. 	Dave W to inform staff at next staff meeting of the process/proper channels if a hazard is noticed. March 12/19: Full reports have not yet been received. Some assessments still need to be completed. Dave W will also be discussing it at maintenance safety meeting.	Dave Wozny	ONGOING

i. HETC Roof Tie-Off

Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
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Greg Grande	Dec 11/18	Recently Greg and Karl were on HETC roof to re-install lamps removed by contractor. There were no tie-off areas but used a certified rope on the skylight to tie-off. Is this acceptable?	Dave M will go onto roof to review, inspect and assess as there are acceptable ways to tie-off in these situations. Dave W stated roof assessments were performed for tie downs which Jodi has; Dave M will get from Jodi. March 12/19: Dave M reported he hasn't been able to go on the roof yet.	Dave Malo Dave Malo	ONGOING
5. SAFETY AND HEALTH SERVICES UPDATE Provided by SHS team		DISCUSSION		ACTION ITEMS	
a. Improvement Order Update		<ul style="list-style-type: none"> None to report. 		Action: Follow-up on first improvement order. Person Responsible: Dave Malo Target Deadline:	
b. Review of Workplace Inspection Reports		<ul style="list-style-type: none"> Dave M asked how often inspections are completed. Monthly (ladder, shop, etc) which are given to supervisor but uncertain as to what occurs then; no formalized inspection plan. Cross-training with EDC. Inspections should take place one week prior to committee meeting. First version is complete. Matthew emailed a rural inspection report to Jennifer B; will forward to Dave M. 		Action: Incorporate inspection plan into training then involve committee. Provide inspection checklist. Once approved, Dave Malo send to Dave Wozny who will then designate two committee members to perform a trial run. Person Responsible: Dave Malo, Dave Wozny Target Deadline:	
c. Workplace Injury Reports		<ul style="list-style-type: none"> One to review. Building Services worker slipped on metal staircase entering building from loading dock and sprained ankle. Treated at health centre then sent to hospital. Shoes were wet and no grip. Traction grip paint is worn; needs to be re-applied. 		Action: Will have Marleen send recommendation form to Building Services to submit a work order to have stairs assessed. Building Services also to assess proper footwear. Building Services to source out door mats for loading dock areas. Person Responsible: Dave Malo, Building Services (Dave Wozny) Target Deadline:	

d. Review Right to Refuse Investigations	<ul style="list-style-type: none"> This will be included on the training calendar. 	Action: Person Responsible: Target Deadline:
e. Review of Safe Work Procedures	<ul style="list-style-type: none"> Dave M has proposed to revise SWP to one page, two maximum, removing redundancies. 	Action: Person Responsible: Target Deadline:
f. Review of Training and Education	<ul style="list-style-type: none"> Dave M reported the committee training was revised to be 1.25 hours rather than a half day. Stated he is working on a training calendar for in-house training such as: WSH committee, right to refuse, workplace inspection, confined space, fall protection, lockout/tag-outs, etc. Training will be developed to be specific to an individual/group training. The schedule will be emailed to all committees and managers and posted on shared site. 	Action: Person Responsible: Target Deadline:
g. Musculoskeletal and Ergonomics Update	<ul style="list-style-type: none"> No structured update. Note that assessments are available for tradespersons as well. Matthew stated he had a work order that pertained to ergonomics, spoke with Susan then went to the regional to investigate. Dave M stated this is reasonable. 	Action: Person Responsible: Target Deadline:
h. Emergency Preparedness Update	<ul style="list-style-type: none"> Nicki received new muster point signs; in process of them being posted. <p>OTHER: Dave M reported a committee portion has been added to the safety & health services microsite; eventually all committee information, templates, minutes, training etc will be posted here.</p>	Action: Person Responsible: Target Deadline:
6. NEW BUSINESS		

a. New Employee Member					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Val Stewart	March 12/19	<ul style="list-style-type: none"> Dave Cushnie is now in a term position with Capital Projects. 	Dave W introduced Brady B (A/Supervisor for Grounds) who is in attendance to discuss the next new business items. Dave W suggested Brady but it should be open to anyone in Grounds. Dave W to have a quick meeting with the Grounds staff to then vote for new member representation.	Dave Wozny	
b. Overhead protection from falling ice; east doors J Building towards HETC					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Brady Barron	March 12/19	<ul style="list-style-type: none"> Sheets of ice are sliding off roof and falling at doorway; grounds employee was hit in head. 	Brady briefed committee on the area and problem. Dave W to submit a work order to determine a solution.	Dave Wozny	ONGOING
c. Overhead RRC sign between glass bus shelters in bus loop					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Brady Barron	March 12/19	<ul style="list-style-type: none"> It consistently causes water dripping on concrete creating very slippery conditions. 	Dave W stated the lights in it might be switched from fluorescent to LED lights. If not by summer, Brady is to submit a work for Dave W to follow-up.	Dave Wozny	ONGOING
d. Stairwell leading to cleaning equipment battery room – between Building B and CARS I					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Brady Barron	March 12/19	<ul style="list-style-type: none"> The treads on the stairs have gone missing or eroded; very dangerous to use the stairs. 	Dave W to submit a work order to replace stair treads and to remove the brackets remaining from the railing that was removed (jackets get caught on them.)	Dave Wozny	ONGOING

e. Potential for new crosswalk/ideas for safe access from 3N parking lot to sidewalk around the east side of HETC					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Brady Barron	March 12/19	<ul style="list-style-type: none"> Cars enter RRC Entrance 5 off Route 90 while students have to dodge them to get to the sidewalk. 	Also very dark – no lighting. This was discussed at length as well as various solutions such as speed bumps or fencing (to control foot traffic). AI to setup meeting at site to review resolution options with Dave M, Brady and Dustin.	AI Podzorski Brady Barron Dave Malo Dustin Girard	ONGOING
f.					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Brady Barron	March 12/19	Asked what the rules for a crosswalk between Notre Dame Avenue and Skinner Road as there are the same issues there.	This is personal responsibility.		CLOSED
g. Footwear					
Origin Name	Date of Origin	Issue	Action	Assigned To	Target Date
Dave Wozny	March 12/19	Stated previous employer had listing of different types of jobs and acceptable footwear (6", 8" boot/shoe, steel toe). Does Safety & Health have a listing?	Dave M stated no; this is more of a management decision. Best way would be to draft one and present to committee for review.	Dave W	ONGOING

Meeting Adjourned: 11:45 am

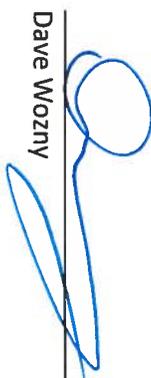
NEXT MEETING: June 11, 2019

These Minutes require Management and Employee Co-Chair Signature:

Approval must be agreed by both parties. If approval cannot be reached with the minute record, please attach concerns on a separate page and

forward to the Director, Safety & Health Services, Jodi Pluchinski – jpluchinski@rrc.ca

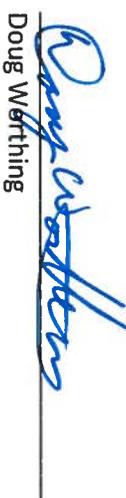
Management Co-Chair Signature



Dave Wozny

MAY 7/2019.
Date

Employee Co-Chair Signature



Doug Werthing

MAY 7/2019
Date

Copy of minutes to be sent to the following within 7 business days of meeting:

- WSH Committee Members
 - Posted on designated WSH Committee bulletin board
 - Dean or Director
 - Safety & Health Services – safety@rrc.ca
- Safety and Health Services will forward the meeting minutes to the Workplace Safety and Health Branch and post the minutes to the Sharepoint site.