



Workplace Safety & Health Committee
Thursday, May 19, 2022
MEETING MINUTES

Employer Members
In attendance: Dr. Bernadette Ardelli, Faculty of Science Erin Mills, Student Services Scott Lamont, Administration and Finance Susan Smale, Business Operations (Co-Chair) Regrets: Michael McCormick, Physical Plant
Worker Members
In attendance: Blanca Garcia (IUOE-D) Brent Cuvelier (IUOE-A) Genevieve Maltais Lapointe (MGEU) (Co-Chair) Madison Lambert (PSAC) Regrets: Doug Pople (BUFA) Sean Taron, (MGEU)
Guest
Ashley Taron, BUSU
Resource
Donna Neufeld, Recorder Michelle Augustyn, Resource

1. **Call to Order** (Genevieve Maltais Lapointe, Co-Chair)
 - Gen called the meeting to order @ 10:03 a.m.
 - 1.1 Welcome Sean Taron
 - Gen noted that neither Sean, the new worker rep nor his alternate Heather Tornblom were able to attend this meeting.
2. **Approval of Agenda and Minutes**
 - April 21, 2022 Agenda
Approved as presented by Scott/Susan.
 - March 21, 2022 Minutes
Approved as distributed by Erin/Madison.
3. **Urgent Matters**
 - 3.1. Brodie Science Workplace Safety & Health Improvement Orders
 - 3.1.1. WSH Branch Compliance Report – Basement Brodie

- Michelle has been working with Tammy McCormick on the improvement order. Most of the order numbers have been complied with, with a few exceptions.
- Order number 3, the Emergency Eye Washing Facility is open until June 24, 2022. Pauline Morton will order portable eye wash stations to meet legislative standards. An extension has been granted for this item.
- For item number 5, 7 & 8 have been closed with the understanding that a Respiratory Protection Policy will be developed.
- Terry McGonigle assisted in writing the policy for the safe use of fume hoods. Policy is currently posted on the website.
- Item number 11 is still open as there is biological and chemical waste that needs to be disposed of. This item is open until June 2022.

3.1.2. WSH Branch Compliance Report – 1st Floor Brodie

- Most order numbers have been complied with except for number 3 – Fall Protection – Guardrail Systems. The guards that are required to open air vent shafts in the Mechanical Room will be dealt with by Physical Plant.

3.1.3. Workplace Safety & Health Committee Inspection from 1st Floor

- Tammy McCormick continues to work on report. There are just a few items that are outstanding. There will be another update at the next meeting.

ACTION: Michelle will give an update on this and other inspections at quarterly meetings.

- At the quarterly meetings Michelle will present a building inspection report of all the inspections performed so far.

4. Process Documents to Approve

4.1 BU 2022 WSH Building Inspection Assignment Schedule (M. Augustyn)

- This schedule has been revised with the suggested amendments from the last meeting including the addition of the Knowles Douglas building.
- The schedule has been broken down into higher risk and not as high-risk areas. Not all areas require inspections all year round. The high-risk areas will be inspected every quarter.
- The second quarter inspections need to be completed by June 30, 2022. Michelle has created a template for inspections. If anyone requires assistance with their inspections, they can reach out to Michelle. Michelle is also available to do a group test inspection.

ACTION: Gen will send an email to Committee to let them know the next steps and when the second quarter inspections are to be completed.

4.2 PPE Storage Instructions – General May 2022 (M. Augustyn)

- This document is for general instructions on how to store different kinds of Personal Protective Equipment (PPE).
- This document will be available on the BU Safety website.

4.3 Fume Hood Safe Operating Procedure (M. Augustyn)

- This procedure was written by Terrence McGonigal as mentioned earlier.
- Although this is written for the Science area, there are other fume hoods on campus that would benefit from this procedure.
- This procedure should be reviewed every 3 years.

Motion to adopt the Fume Hood Safe Operating Procedure as distributed.

Moved by: Bernadette **Seconded by:** Brent

CARRIED

4.4 AED Monthly Inspection Checklist (M. Augustyn)

- Security & IUOE union have been approached about the possibility of taking on these inspections.
- If there is an issue during inspection, Physical Plant will be notified to complete the task or repair.

Motion to adopt the AED Monthly Inspection Checklist as presented.

Moved by: Scott **Seconded by:** Madison

CARRIED

4.5 Job Hazard Assessment Form (M. Augustyn)

- This document should be used if there is a job that currently does not have a safe work procedure so the job can be completed safely.

Motion to adopt the Job Hazard Assessment Form as presented.

Moved by: Susan **Seconded by:** Brent

CARRIED

5. Policy Documents to Approve

5.1. Ladder Safety Policy

- This is a generic policy states what ladders are available on campus and shows how to safely use different types of ladders. This policy should be adopted campus wide.
- This document refers to the JHA Form as there may not be a safe work procedure in place for a specific job.
- This policy will be updated to include that appropriate footwear is required.

Ladder Addendum

- An annual Ladder Inspection will be completed on all ladders. In addition to an annual inspection, anyone using a ladder is expected to complete a visual inspection.
- Section 4.1 of the Ladder Safety Policy will be updated to include visual inspections.
- Addendum should also include that it is an Annual Ladder Inspection checklist.

Motion to approve the Ladder Safety Policy with amendments.

Moved by: Bernadette **Seconded by:** Scott

CARRIED

ACTION: Michelle will update the Ladder Policy and Addendum.

6. Upcoming Meetings

Thursday, June 23, 2022	10:00 a.m. – 12:00 p.m. Quarterly Meeting
Thursday, July 21, 2022	10:00 a.m. – 12:00 p.m. Special Meeting
Thursday, August 18, 2022	10:00 a.m. – 12:00 p.m. Special Meeting (if needed)
Thursday, September 22, 2022	10:00 a.m. – 12:00 p.m. Quarterly Meeting
Thursday, October 20, 2022	10:00 a.m. – 12:00 p.m. Special Meeting (If needed)

Thursday, November 24, 2022 10:00 a.m. – 12:00 p.m. Special Meeting (if needed)
Thursday, December 15, 2022 10:00 a.m. – 12:00 p.m. **Quarterly Meeting**

7. Adjournment – Genevieve/Brent @ 10:55 a.m.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair: Susan Smale **Signature** _____

() Print Name of Worker Co-Chair: Genevieve Maltais Lapointe **Signature** _____