

MINUTES

University Joint Occupational Health and Safety Committee Meeting
KCIC Seminar Room
Wednesday February 25th, 2015
10:00 – 11:30 a.m.

Present: Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Mike Carter, Occupational Health and Safety Officer
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Sue Conlan, Instructor, Nutrition, AUFA Rep
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
Derek Parker, General Manager, Physical Plant
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Marcel Falkenham, Director of Facilities
Matthew Guy, Manager, Residence Life
Teri Gullon, Instructor, Chemistry, AUFA Rep
Patrick Difford, Operations Manager, Safety and Security
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

Regrets: Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Kevin Cleary, Director, Safety & Security
Alanna Maynard, Technician, Microbiology, SEIU Rep
James Sanford, Senior Director, Student Affairs, Administration Rep

1. Call to Order:

The meeting was called to order by Garry McIver at 10.04 a.m. Garry noted that there was quorum at that time.

2. **Approval of Minutes of January 21st, 2015.** Moved by Judy, seconded by Teri. Minutes approved.

3. Approval of the Agenda

Approved.

4. Business arising from previous minutes

- **Education – asbestos awareness for JOHSC – one hour presentation**

Andreas circulated two large binders from Pinch and LeBlanc which were available for reference and addition to the document “Asbestos in the Workplace: A Guide to Assessment & Management of Asbestos in the Workplace”. The main changes in legislation were alterations to the definition of an ACM (Asbestos Containing Material). This would include a material containing at least 0.5% of any type of asbestos and vermiculite that contained any amount of asbestos.

The number of bulk samples that were required to be taken had also altered.

As a result of these changes, any area defined in the binders as having less than 1% asbestos now needs to be regarded as asbestos being present.

Mike noted that some vermiculite did not contain asbestos, but that most of it did.

Mike asked whether some buildings have still not been sampled and Marcel stated that when buildings were renovated completely there was no probability of asbestos still being present.

The video presentation followed.

The history of asbestos was examined, noting the fact that it had been used for over 2000 years. It became hazardous only when exposed into the air and allowed to float free. Scientists were still not certain how much asbestos exposure could be tolerated before damage to the lungs resulted.

The qualities and types of asbestos were discussed. Chrysotile asbestos was the most common asbestos used and was white in colour. Many buildings constructed before the 1980's contain asbestos.

Because asbestos does not burn it was woven into fire-fighting clothing and insulation material, especially during the war. It was widely used for house construction, sprayed on walls and steel beams, incorporated into flooring tiles, wrapped around pipes and ducting and other uses such as brake pads.

Medical hazards of asbestos were discussed. Once inhaled, the fine fibers lodged themselves in the lungs and the body was unable to remove them. Enzymes were then released which later caused cancer. Asbestos related diseases could be very slow to develop but the combination of asbestos exposure and smoking proved to be particularly disastrous. No simple test was available to detect asbestos in the body.

Asbestos regulations were discussed. Strict guidelines were in place for the removal of asbestos and for the storage of asbestos.

How can we limit our exposure to asbestos in its many uses? Nowadays when there is any suspicion of the presence of asbestos a building manager will be contacted and asbestos abatement will take place by approved asbestos removal contractors. Even touching can cause asbestos to become airborne.

Pipe and boiler insulation, duct wrap, roofing felt and ceiling tile are all considered to be sometimes friable. Evidence of damage or deterioration should be searched for. Cuts or tearing in the material could allow asbestos to become exposed. White or grey dust in the vicinity would be a good indicator and should not be wiped or vacuumed.

The presentation finished and Mike Carter pointed out that it was now accepted that even casual or occasional exposure to asbestos could cause disease. Mesophelioma cancer was extremely rare but did occur more in certain areas.

Andreas noted that the average person in a city had asbestos in their lungs because asbestos was so prevalent in transportation, including in brake pads.

Marcel stated that Cutten House was the only building on campus that had friable spray on asbestos finish prior to 2011. This was removed when the building was renovated. Asbestos was present in mechanical rooms but was being removed gradually. Quite a number of buildings on campus contained asbestos in plaster and drywall compounds. It was also encountered in floor tiles on occasion. Marcel was not aware of any duct insulation on campus.

Andreas noted that sprayed on asbestos was present in various parts of the School of Divinity.

Mike pointed out that any risks of exposure were heightened by a water leak into a building.

Andreas discussed the Management Plan with JOHSC. Inspection reports were circulated and the Management Program binder was also passed around. This was one of a volume of three and was a 2008-09 version. Mike noted that a newer version was being worked on, but newer supplements were also being added to the binder.

Eveline asked how someone would learn what asbestos was in their building.

Andrea stated that a Master labeling plan existed. Marcel noted that frontline workers needed to be notified of any asbestos so that in the case of any leaks, they would know what to do.

Mike noted that there was no requirement to inform students, visitors or others.

Marcel stated that labeling should be in place by the summer, noting that he would need additional labour to do this. A good communicator would also be essential.

Marcel stated that asbestos abatement tended to cost about 10% of the cost of a renovation.

Garry asked whether the content of the surveys were valid until such time as there was a renovation or a flood or similar situation.

Marcel agreed. Andreas noted that parts of Seminary House contained asbestos and sampling had taken place throughout the building. One evening a section of the stairwell plaster fell down and he was able to establish from the manual that this particular area did not contain asbestos and as a result normal clear up could occur.

Front line staff have been trained and now know to ask questions and assess any site for possible asbestos.

Marcel stated that when contractors are quoting a job at Acadia they will include asbestos abatement in the RFP.

Andreas had also provided training for Tech Services staff who would be installing cabling. Also electricians were often unaware that insulation material around wiring was filled with asbestos.

Andreas noted that 9" x 9" floor tiles generally contained asbestos, whereas nowadays they were all 12" x 12".

Mike asked about finalizing the revision of the Asbestos Management Plan. Marcel had this and the other priority was to carry out the labelling of all areas that contained asbestos.

Mike asked whether the minutes should record the fact that JOHSC had reviewed the Asbestos Management Plan or should it wait until the review was updated. It was agreed that JOHSC would wait until members had seen the revisions.

Garry asked whether JOHSC had covered what was necessary.

Mike stated that the Labour Officer had been insistent that JOHSC communicate clearly and directly with everyone as to where the asbestos was present.

Teri had concerns about her own home and Andreas offered to provide her with the name of a technician.

Andreas was thanked for the presentation.

- **Review of actions from past minutes:**

Asbestos Training Session – done.

Derek to look into adding the Chemical Inventory to the Sodexo database. Mike noted that he and Teri had met with a gentleman at Sodexo and that this looked like a possibility. One drawback was that the spreadsheet was not designed with chemical inventory in mind so that there was a lot of other information on the screen that would not be easy to customize.

Mike noted that they had looked at two and were hoping to look at two more before making a decision.

Derek stated that they would be able to strip unnecessary information out from the screen.

Chemical Inventory to be included with the MSDS documentation. Mike stated that this requirement was part of their assessment.

Co-Chairs to draft a letter to Senior Administration regarding Mike Carter position and the need for replacement. Garry stated that this was underway and that a draft had been written.

Review of the Building Inspection Process. Mike wished to peak to the sub-committee first and then bring the review to JOHSC. Mike also wanted a communication plan to be in place to motivate building Managers.

Muster points for evacuations: Kevin had put a dedicated link on the Safety and Security website which Marcel intended to follow up on with a memo to Building Managers.

- **Violence Risk Assessment Process:**

Mike reported that this should be completed soon and ready for the March meeting. Mike would circulate the spreadsheet and at that point JOHSC would need to determine what to do with a prevention plan. Mike expected that he would be leaving before that was done so that it needed to remain as a priority item for the JOHSC.

- **Chemical Safety Update:**

Mike noted that options were being reviewed for the software solution to maintain the chemical inventory. Peter Williams was actively looking for solutions to this also.

- **Bio-Safety Update:**

Mike reported that the coop student had done great work and that the Bio-Safety Manual was now about 80% complete. She had also designed forms to be used for the various permit requirements. There would also be an electronic survey system.

Teri asked how the assessments would be done and Mike stated that faculty would be asked to state what they were working with.

Garry thanked Facilities and the Physical Plant on behalf of JOHSC for the tremendous work clearing snow and ice during what had been a very challenging February.

5. New Business

None.

6. Occurrences and Hazards:

None.

7. Summary of Actions and Results Timetable arising from this meeting:

None.

Schedule Upcoming Meetings

The March meeting will be held on Wednesday 25th March, 2015 from 10:00 – 11:30 a.m. The meeting will be held in the KCIC Seminar Room.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:30 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date