

Operations Division Occupational Health and Safety

Field Visit Report

Page 1 of 2

OHS Case ID: **04781QTCQ091**  
 Field Visit no: **04781QTKN110** Visit Date: **2021-NOV-03** Field Visit Type: **CONTINUATION**  
 Workplace Identification: **CARLETON UNIVERSITY** Notice ID:  
**1125 COLONEL BY DRIVE, OTTAWA, ON, CANADA K1S 5B6**  
 Telephone: **(613) 520-2600** JHSC Status: **Active** Work Force #: **6000** Completed %:  
 Persons Contacted: **NANCY DELCELLIER-ENVIRONMENT, HEALTH AND SAFETY MANAGER, TONY LACKEY-MANAGEMENT REP. JHSC, LINDA CRUZ-CERTIFIED WORKER CO-CHAIR, ZANETA POLIS-HEALTH AND SAFETY, DANIEL REDMOND-DIRECTOR OPERATIONS AND MAINTENANCE, MARC PATENAUDE- CART MAINTENANCE.**  
 Visit Purpose: **TO INVESTIGATE INCIDENT RESULTING IN INJURIES TO A WORKER IN THE MAINTENANCE BUILDING**  
 Visit Location: **ROBERTSON HALL, CART MAINTENANCE SHOP, INCIDENT SITE.**  
 Visit Summary: **NO ORDERS ISSUED. SEE DETAILED NARRATIVE OF THIS REPORT FOR MORE INFORMATION**

Detailed Narrative:

Accompanied by MLTSD Inspector Doug Wells.

Purpose of today's visit was to review the condition and operation of the Tunnel Cart involved in the incident that took place October 27, 2021.

Reviewed condition of Cart #46 with Mechanic. Performed Demonstration of operation of the Tunnel Cart. No visible issues with turning of cart or braking. The Tunnel Cart braked readily from full forward speed. Workplace parties indicate that they have order parts for the Tunnel Cart to replace the brake pads. Old Pads were observed by this inspector to be worn and workplace mechanic indicates they were still functioning. Workplace parties have decided to replace at the time of inspection.

The parking brake for this cart is part of the regular braking pedal and when fully depressed can be locked in the depressed position. The heel of the brake pedal is 4.5 inches from the floor of the cart. At the time of the visit the braking action starts to be applied at approximately the 3 inch position. This set up is adjustable depending on condition of brakes and drums.

Workplace parties indicate that currently there is no scheduled maintenance on these carts unless items of concern are brought forward. Old maintenance records are available up to 2017 as hard copies. The workplace has been on an electronic system since then and has recently experienced corrupt data and unable to retrieve records. Workplace parties are beginning to use Trims Grounds Management Software to track maintenance on site equipment. This system is still being developed and just starting to be used.

Items noted during review and demonstration:

The maintenace key that was used for the ignition on the cart would engage and not pull out while in the on position. The key used by the injured worker was worn and able to be removed when the ignition was in the

Recipient	Inspector Data	Worker Representative
Name <u>NANCY DELCELLIER</u>	<b>Barry Bowman</b> OCCUPATIONAL HEALTH & SAFETY INSPECTOR PROVINCIAL OFFENCES OFFICER 347 Preston St. 4th flr, Ottawa, ON, K1S 3J4 Tel: (343) 961-7801 Fax: (613) 727-2000	Name <u>Linda Cruz</u>
Title <u>DIRECTOR EMS</u>	HSOttawaDistrict@ontario.ca	Title <u>Worker co-chair JHSC</u>
Signature 	Signature 	Signature 

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place at the workplace and provide a copy to the health and safety representative or the joint health and safety committee if any. Failure to comply with an order, decision or requirement of an inspector is an offence under Section 66 of the Occupational Health and Safety Act. You have the right to appeal any order or decision within 30 days of the date of the order issued and to request suspension of the order or decision by filing your appeal and request in writing on the appropriate forms with the Ontario Labour Relations Board, 505 University Ave., 2nd Floor, Toronto, Ontario M5G 2P1. You may also contact the Board by phone at (416) 326-7500 or 1-877-339-3335 (toll free), mail or by website at <http://www.olrb.gov.on.ca/english/homepage.htm> for more information.

The Government of Ontario wants to hear from you. You can provide feedback on this visit at 1-888-745-8888

Operations Division Occupational Health and Safety

Field Visit Report

Page 2 of 2

OHS Case ID: **04781QTCQ091**  
Field Visit no: **04781QTKN110** Visit Date: **2021-NOV-03** Field Visit Type: **CONTINUATION**  
Workplace Identification: **CARLETON UNIVERSITY** Notice ID:  
**1125 COLONEL BY DRIVE, OTTAWA, ON, CANADA K1S 5B6**

on position: Workplace parties indicated that a review of the condition of keys used on equipment will be reviewed.

Workplace parties committed to reviewing maintenance practices with regards to preventative maintenance scheduling following manufacturers recommendations.

The equipment reviewed today was Red Tunnel Cart by Cushman Model # 898320B Serial # 98001714 labelled FMP46.

Documents provided by workplace parties included:

- Pictures taken at time of incident and after.
- Completed Incident Report
- Maintenance Records on the red tunnel cart identified as FMP 46.
- Golf Carts in Tunnels Policy
- Operators Manual for Cushman

Investigation ongoing

A copy of this report is to be posted in the workplace for 14 days where workers have access to review. A copy shall be provided to the JHSC for review.

Recipient	Inspector Data	Worker Representative
Name <u>NANCY DEVELLER</u>	<b>Barry Bowman</b> OCCUPATIONAL HEALTH & SAFETY INSPECTOR PROVINCIAL OFFENCES OFFICER	Name <u>Linda Cruz</u>
Title <u>DIRECTOR ENS</u>	347 Preston St. 4th flr, Ottawa, ON, K1S 3J4 HSOttawaDistrict@ontario.ca Tel: (343) 961-7801 Fax: (613) 727-2900	Title <u>Worker co-chair JHSC</u>
Signature 	Signature 	Signature 

You are required under the Occupational Health and Safety Act to post a copy of this report in a conspicuous place at the workplace and provide a copy to the health and safety representative or the joint health and safety committee if any. Failure to comply with an order, decision or requirement of an inspector is an offence under Section 66 of the Occupational Health and Safety Act. You have the right to appeal any order or decision within 30 days of the date of the order issued and to request suspension of the order or decision by filing your appeal and request in writing on the appropriate forms with the Ontario Labour Relations Board, 505 University Ave., 2nd Floor, Toronto, Ontario M5G 2P1. You may also contact the Board by phone at (416) 326-7500 or 1-877-339-3335 (toll free), mail or by website at <http://www.oirb.gov.on.ca/english/homepage.htm> for more information.

The Government of Ontario wants to hear from you. You can provide feedback on this visit at 1-888-745-8888