

**University OHS Committee Draft Minutes
November 22, 2011
ED3005**

Attending:

Rick Meaney, Chair
George Jenner
Kent Decker
Mike Fowler
Craig Cramm
Ian McKinnon
Frank Wall
Sheila Miller
Mike Murphy
Marcia Porter
David Sturge (Grenfell)
Tammy Squires
Norman Lee
Ivan Muzychka
Recording Secretary – Debbie Seymour

Regrets:

Frank Downey
Javis Hulan (Grenfell)
Don McKay
Gary Bradshaw (Grenfell)
Bruce Bryne (Grenfell)
Kassem Abouchehade

Business Arising	For Action By:
<p>1. Welcome Rick welcomed Dr. Norman Lee and Tammy Squires to their first meeting.</p>	
<p>2. Approval of Minutes from September 29, 2011 Minutes approved. Motioned by George, second by Ian.</p>	
<p>3. Safety Metrics 3.1 Accident/Incident Reports It was decided that accident/incident reporting would be reviewed quarterly. Sheila and the Office of Safety will report on this at the next meeting. We will try to include metrics from Grenfell and Marine Institute. Tom had forwarded copies of reports to participants at Grenfell</p> <p>3.2 OHS committee restructuring Tom had compiled a list of all committees required under the new reporting structure for the Sept. 29th meeting. Sheila reported Foxtrap, Ridge Road and Stephenville have committees. Southside and Bonne Bay have a representative. Botanical Gardens are an SIE. Sheila will check on the status of Labrador Institute</p> <p>Sheila will send a copy of the letter from government related to committee structure to Frank Wall.</p> <p>It was felt that this committee would benefit from representation from the administrative academic group. Kent will make the request.</p> <p>Dr. Norman Lee is the Student Services representative for this committee.</p>	<p>Sheila Miller</p> <p>Sheila Miller</p> <p>Sheila Miller</p> <p>Kent Decker</p>

<p>The Biosafety Committee has been established. It was felt that regular input from this committee would be beneficial. We will explore options which could include presentation of a quarterly or annual report.</p> <p>3.3 Government Service Orders See 3.1 Safety Metrics – Accident/Incident Reports.</p>	<p>Sheila Miller/Rick Meaney</p>
<p>4. Update on items ‘for action’ from Sept. 29, 2011 Tom agreed to prepare an accident/incident report specific to “The Works/Tim Horton’s” and Kent will review with Ann Richardson of The Works.</p> <p>MUN accident/incident report form is online but must be printed and submitted manually. Sheila reported that the new safety management system software will have the capability for on-line accident/incident reporting. This should be available in about one year.</p> <p>There are multiple emergency phone numbers on MUN website for reporting emergencies. Ivan reported that the emergency management committee has developed a program to address concerns associated with the variety of emergency contact numbers. This program is now ready to be released. Ivan will provide details for distribution to the committee.</p>	<p>Tom MacLaggan/Kent Decker</p> <p>Ivan Muzychka</p>
<p>5. Business Arising 5.1 Policy Statement The draft policy and policy statement were discussed in detail and it was decided more work was needed on the wording and definitions of the policy. A smaller committee will be formed to work on both. Ian MacKinnon, George Jenner, Rick Meaney, Sheila Miller, Mike Fowler and Tammy Squires will sit on the committee.</p> <p>Mike Fowler will forward to Rick Marine Institute’s policy statement.</p> <p>5.2 Canadian Nuclear Safety Inspections Sheila reported that MUN has satisfied all requirements of orders for the Canadian Nuclear Safety Commission. We were successful in retaining our license.</p> <p>5.3 Health & Safety Committee Reporting Structure George is still working on the diagram.</p> <p>5.4 Off-Campus Activity Policy Rick had requested a copy of the Off-Campus Activity policy from Dave Head. He was informed that it was not ready for distribution but will be forwarded when the policy is ready for consultation.</p>	<p>Mike Fowler</p> <p>George Jenner</p>
<p>6. New Business 6.1 Safety Inspections – Funding for Equipment & Repairs Sheila is currently defining expectations for funding safety related expenditures and will</p>	<p>Sheila Miller</p>

seek approval from V-P Council.

6.2 H&S Reporting between MUN and Eastern Health

Sheila reported that MUN has a Health & Safety Committee in the Health Sciences Center and Eastern Health have their own committee, With shared responsibility for the facility, some operational concerns can be complex. MUN employees are encouraged to report through their own workplace committee. We will try to encourage cooperation between both committees.

6.3 New Committee Member

Ivan reported that David Sorensen will be replacing him on this committee. We would like to thank Ivan for his participation.

7. Next Meeting

The next meeting will be held in late January/early February

DRAFT