

University OHS Committee Minutes
July 24, 2012
EDU3011

Attending:

George Jenner (Chair)
 Rick Meaney
 Kent Decker
 Shiela Miller
 Kendra Whelan
 Mike Fowler
 Ian McKinnon
 Frank Wall
 Norman Lee
 Andy Fisher
 Dave Sturge (Grenfell)
 Mike Murphy
 Paula Dyke
 Tammy Squires
 Recording Secretary – Debbie Seymour

Regrets:

Marcia Porter
 Frank Downey
 Jarvis Hulan (Grenfell)
 Bruce Bryne (Grenfell)
 Tom MacLaggan
 Kassem Abouchehade
 Craig Cramm
 Don McKay

	For Action By:
<p>Welcome George welcomed everyone to the meeting.</p>	
<p>Approval of Minutes from previous meeting Minutes approved.</p>	
<p>Update on items “for action” from previous meeting Consultations are completed for draft OH&S Policy and Sheila is preparing Policy Development Report. It is expected that this report will be ready for presentation to the Board of Regents for the Sept. 6th meeting.</p> <p>UHSC minutes to be posted on the Department of Health & Safety website. Files have been sent to Louise Green. Hard copies to be posted in areas where employees do not have regular email access.</p> <p>Biosafety Committee is active. Reporting mechanism to be set up. Recommend that minutes from the Biosafety and Radiation Committees be sent to this committee.</p> <p>Paula distributed information on MUN emergency contact numbers. Campaign will continue in September with posters and stickers. This will also include Grenfell and Marine Institute.</p> <p>May 28th meeting – Don will check on an FM representative for the Biosafety Committee</p> <p>May 28th meeting - The first article will be put in the Communicator in September. Dr. McKay would like to see an article on the new Health & Safety database. Info on stats</p>	<p>Rick Meaney/Sheila Miller</p> <p>Rick Meaney/Sheila Miller</p> <p>H&S Office</p> <p>Don McKay</p> <p>Marcia Porter</p>

<p>for slips and falls will be put in the September edition of the Communicator</p> <p>The requirement for First Aid Rooms was discussed. If there are more than 200 employees in a building a first aid room is required. This will require MUN to have as many as 6 rooms. There may be a possibility for exemption in the University Center (Student Clinic) and the HSC.</p> <p>Fire and Emergency Evacuation Plans are progressing. Leads have been identified. Warden training done. Seven buildings are complete.</p> <p>George provided a diagram of the Health & Safety reporting structure. There was significant discussion. Some recommended updates include: -Add Lab Safety Committee as Advisory Committee -Add relationship between Advisory Committee and UHSC. -Add closer reporting relationship between Deans, Directors and Work Site Committee</p> <p>There is some redundancy with the Dean of Science Safety Committee and the required workplace committees. Sheila to review with Dr. Abrahams.</p>	<p>Sheila Miller</p> <p>George Jenner</p> <p>Sheila Miller</p>
<p>Safety Metrics</p> <p>Accident/Incident Reports Accident/Incident reports were reviewed for the past two quarters. 40% were slips and falls. Sheila will do an environmental scan with other universities across Canada and US to compare stats. There is limited information on students.</p> <p>A subcommittee was established to recommend strategies to help reduce the number of accidents associated with slips and falls. This subcommittee will be comprised of Andy Fisher, Paula Dyke, Sheila Miller and Rick Meaney.</p> <p>OHS Committee Restructuring There is nothing new to report on this.</p> <p>Government Service Orders There were no new Government Service Orders reported. There are still 29 outstanding orders but most have been actioned with a reply to government.</p>	<p>Sheila Miller</p>
<p>New Business</p> <p>Safety Inspection The Department of Health & Safety has inspected 61 labs since January 2012. Most are in good shape. Chemical storage and labeling were the biggest concerns. A standard inspection template will be developed. It was suggested that workplace committee members participate in the inspections and with time take a more active role.</p> <p>Committee Progress – Areas of Focus Everyone felt that progress was being made.</p> <p>Dr. Lee highlighted the need to screen foreign students for TB. He will check standard practice of other Canadian universities.</p>	<p>Sheila Miller</p> <p>Norman Lee</p>

<p>George discussed Queens College renovation concerns. Sheila will discuss renovations with Darrell Miles and report back to the committee.</p> <p>Smoke alarms/heat detectors were discussed. There are problems with faculty/staff/students not leaving the buildings.</p>	Sheila Miller
<p>Items for Tracking</p> <p>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>Sheila is defining expectations for funding safety related expenditures and will send to V-P Council for approval. She will distribute a copy to the committee first. Kent would like to see money set aside to use when needed.</p>	
<p>Closing and Next Meeting</p> <p>The next meeting will be held at the end of September</p>	