

**University OHS Committee Minutes**  
**Sept. 26, 2012**  
**EDU3005**

**Attending:**

Rick Meaney (Chair)  
 George Jenner  
 Kent Decker  
 Don McKay  
 Kendra Whelan  
 Ian McKinnon  
 Jay Shah

**Regrets:**

Shannon O’Dea-Dawson  
 Frank Downey  
 Jarvis Hulan (Grenfell)  
 Bruce Bryne (Grenfell)  
 Tom MacLaggan  
 Craig Cramm  
 Paula Dyke  
 Sheila Miller  
 Mike Fowler  
 Frank Wall  
 Norman Lee  
 Andy Fisher  
 David Sturge (Grenfell)  
 Mike Murphy

Recording Secretary – Debbie Seymour

	<b>For Action By:</b>
<p><b>Welcome</b>                      Rick welcomed everyone to the meeting.</p>	
<p><b>Approval of Minutes from previous meeting</b>                      Minutes approved.</p>	
<p><b>Update on items “for action” from previous meeting</b>                      Sheila is finalizing the Policy Development report. Broad university consultation was required. Currently waiting for definition of “Employer” from General Council and for input from Employment Equity.</p> <p>UHSC minutes have been posted on the Department of Health &amp; Safety website. A copy has been emailed to Facilities Management to be posted in their area.</p> <p>Minutes from the Biosafety and Radiation Committees will be distributed to this committee.</p> <p>Dr. McKay indicated that CEP can be reached by dialing 4100 from any pay phone in the HSC. There is no charge for these calls. Pay phones in the Faculty of Medicine are labeled to highlight this feature and Dr. McKay would like the label applied to all pay phones in the HSC. Dr. McKay to follow-up with Fred Rideout.</p> <p>Dr. McKay will check on an FM representative for the Radiation Committee</p> <p>Marcia Porter is no longer working on the Communicator. We will discuss the first article with Shannon O’Dea Dawson. Dr. McKay would like to see an article on the new Health &amp; Safety database. Info on stats for slips and falls will also be put in the Communicator</p>	<p>Rick Meaney/Sheila Miller</p> <p>Rick Meaney/H&amp;S Office</p> <p>Don McKay</p> <p>Don McKay</p>

<p>Sheila sent a letter to Government Services on Sept. 13<sup>th</sup> asking for an exemption from first aid room requirements. She is waiting on a response.</p> <p>Fire and Emergency Evacuation Plans are ongoing. Leads have been identified. Warden training done. Evacuation routes are being posted in classrooms. Dr. McKay would like to see route maps posted in the HSC. Kendra to follow-up.</p> <p>Kent reported that the Board of Regents and Vice-President Council were very interested in Safety Metrics and pleased that a sub-committee was formed to address slips and falls. Both groups were interested in seeing some progress prior to the winter semester. These groups were also interested in improved reporting of accidents/incidents for students.</p> <p>Rick reported that the Slips and Falls Committee met and recommended that a graduate student be retained to help develop a slips and falls program.</p> <p>It was felt that activity to address slips and falls should be accelerated.</p> <p>Improved information on gathering safety statistics on students is needed. A subcommittee will be formed that will include one student, Kendra, Jay and George.</p> <p>In the last meeting Dr. Lee highlighted the need to screen foreign students for TB. Dr. McKay reported that Canadian medical schools are looking at a standard list of tests for students and that this may be a template that we can use. He will keep the committee informed of the progress.</p> <p>Heat detector/smoke alarms at MUN are up to code. Communication is lacking of what to do in an emergency, eg. smoke in bldg.</p>	<p>Sheila Miller</p> <p>Kendra Whalen</p> <p>Don McKay</p>
<p><b>Safety Metrics</b></p> <p><b>OHS Committee Restructuring</b> There is some redundancy with the Dean of Science Safety Committee and the required workplace committees. Sheila to review with Dr. Abrahams.</p> <p>Progress on the establishment of workplace committees has slowed.</p> <p>Kent feels there is not enough communication in the University on committees. Employees need to know these committees are here to help. Sheila, Rick and George will meet to discuss how to get the information out to the university community and review options to advance this initiative.</p>	<p>Sheila Miller</p> <p>Sheila Miller/Rick Meaney/George Jenner</p>
<p><b>New Business</b></p> <p><b>Queens College Construction</b> There have been concerns voiced that construction at Queens College is having adverse effects on employees in the building. Kendra reported that their Industrial Hygenist had received the preliminary result from the outside contractor and that there appears to be no immediate concerns in the building. She will look at the results from FM and make her final decision.</p>	

<p>Rick and George toured the area and talked to workers. Problems were greatest over the summer with high noise levels and excess dust and fumes especially from saw cutting of the concrete panels. A meeting will be held between Kent, Sheila, George and Rick to discuss and follow-up.</p> <p><b>Report by Kent Decker</b> Vice-President (Admin &amp; Finance) portfolio is being restructured. One very significant change is the establishment of a Chief Risk Officer. This is a senior position and is intended to bring together Risk Management, Emergency Planning, Health &amp; Safety, and CEP. This change is intended to strengthen the alignment of these functions.</p> <p>The Emergency Management Committee met prior to Hurricane Leslie. This initiated a series of precautionary actions and established criteria for University closure. This proved to be very beneficial as Hurricane Leslie did cause significant damage within the city.</p> <p>Dr. McKay reported that there was some confusion with people that work on campus but are not MUN employees. He also raised a question regarding Clinical Clerks. Although the University may close, the Hospital does not. He will discuss this further with the Dean of Medicine and Sheila Miller.</p> <p><b>Recommendations to UHSC from TAUMUN</b> TAUMUN presented a series of recommendations. These will be forwarded to Sheila Miller for review and action.</p>	<p>Kent Decker/Sheila Miller/George Jenner/Rick Meaney</p> <p>Don McKay/Sheila Miller</p> <p>Rick Meaney</p>
<p><b>Items for Tracking</b> 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><b>Closing and Next Meeting</b> The next meeting will be held at the end of November.</p>	