OCCUPATIONAL HEALTH & SAFETY Minutes Report Form

PART I – Employer

Employer (head office information)

Company name: Memorial University
Mailing address: P.O. Box 4200
St. John's, NL A1C 5S7

CITY: NL
PROVINCE: POSTAL CODE: A1C 5S7

Worksite street address: Chemistry-Physics Building
Total number of employees on site: 270
Date of next meeting (Y/M/D): 2017/06/22
Seasonal shut down date (Y/M/D): n/a / n/a / n/a

OH&S minutes contact:
Name: Kelly Foss
Telephone No.: 709.664.2019

Employer Representative(s)

Co-chair: Kelly Foss
Members: Jennifer Murray, Adam Beaton, Chris Deacon, Deborah Dunn, Lisa O'Brien

Certification Training #

191171
jan72110278
ada892104
185646
deb7124196
Not yet trained

Present (Y/N)

Y
N
Y
Y
N

Worker Representative(s)

Co-chair: Sheldon Huelin
Members: Nathalie Vanasse, David Murphy, Nicholas Ryan, Marcel Hunt, Steve Baltard

Certification Training #

170800
173132
170802
170804
194019
170789

Present (Y/N)

Y
N
Y
Y
Y
Y

Guest(s) Kendra Whelan, Dept. of Environmental Health & Safety, MUN;
Shawn Wall, worker alternate

Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files, and one to send to WorkplaceNL.

Part II – OH&S Activity

Since last meeting indicate the following:

No. of workplace inspections conducted
4
No. of workplace complaints/concerns received
2
No. of incident reports reviewed
1
No. of right to refuse work situations
0

From this meeting indicate the following:

No. of safety hazards identified
2
No. of health hazards identified
0
No. of outstanding items from last meeting

Summary of Meeting on reverse or Attached Document

Both employer and worker co-chairs MUST SIGN AND DATE the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature: Kelly Foss
Date: 2017/12/20

Worker Co-chair Signature: [Signature]
Date: 2017-12-20

Revise April 2016
<table>
<thead>
<tr>
<th>Item Date</th>
<th>Item</th>
<th>Recommendation</th>
<th>Action By (who &amp; when)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 2017</td>
<td>Safety moment: Winter Driving</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>New work alone feature on MUN Safe App</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Quarterly review of EHS Reporting Stats</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sept. 2017</td>
<td>Disposal of small gas cylinders</td>
<td>If a department has gas cylinders for disposal, advise Kendra Whalen of dimensions and contents and she will obtain a quote for removal. Split kits in building have been inspected and missing contents replaced. A list of contents is now stuck on the inside of each door. During recent inspections, it was noted some students are still not wearing PPE. Advised teams to discuss with students and to advise lab PI.</td>
<td>Unit as needed</td>
</tr>
<tr>
<td>Sept. 2017</td>
<td>Spill kit checklist</td>
<td>A reminder to inspection teams to wear PPE when entering labs. What is the standard for changing the air in the potable tanks in the cryogenic lab? Are we meeting standard?</td>
<td>N. Ryan, Sept.</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Students not wearing PPE</td>
<td>Vote held to add employee alternates to help meet quorum. Vote also held to allow committee members to fill in for co-chair if one is unavailable. Contact Memorial ergonomist to discuss student ergonomic concerns during exams.</td>
<td>Ctte. as needed</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>PPE for inspection teams</td>
<td></td>
<td>Ctte. as needed</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Air tanks in cryogenics lab</td>
<td></td>
<td>S. Walk/January</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Revisions to terms of reference</td>
<td></td>
<td>As needed</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Ergonomics concern during exams</td>
<td></td>
<td>S. Huelin</td>
</tr>
<tr>
<td>Dec. 2017</td>
<td>Meeting dates for 2018</td>
<td>March 16, June 15, Sept. 14, Dec. 14</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Meeting called to order at 10:03 AM.

Minutes were accepted.

Nick gave a safety moment about driving in the winter.

Kendra spoke about the working alone feature in the MUNSafe app.

Kendra reviewed health and safety statistics. There are not a lot of incident or near-miss reports for the number of people working in the Chemistry-Physics Building.

Kelly commented the Do Not Enter sign at the front of the building was faded and drivers might not be able to see it. Kendra said that she would investigate this.

For disposal of small gas cylinders, the disposal form on the EHS website should be completed and submitted to EHS. They will obtain a quote and this will have to be approved by the PI or department. Steve Ballard said that if cylinder is a Praxair or Air Liquide one, the company should be contacted and they will take the cylinder for free as long as it is in relatively good condition.

The yellow spill kit in the Chemistry lab corridor on each floor of the building has had a list of supplies posted on the inside of the door and contents replaced, if necessary.

All 4 inspections have been completed for this quarter. It was noted that students were still not wearing proper PPE. Kendra said that if this is noticed then we should speak to the student and the PI. We should also be wearing proper PPE and clothing (legs and feet completely covered) when entering a lab, to do an inspection, in which work is ongoing.

All complaints and issues raised by students and employees have been dealt with.

Shawn Wall mentioned that the respirator air tank in the cryogenics plant needs to have the air changed on a regular basis. He will check to see if this can be done.

It was noted that some people have been missing from our meetings recently which prevents us from having quorum. For quorum to be met the number of management representatives cannot be greater than the number of employee representatives at a meeting. Kelly recommended that we could classify some of the management representatives as guests if quorum is not met. Also, we could bring in some employees to sit in on the meetings who would be classified as representatives if necessary. The terms of reference need to be updated if we are going to do this.

Also, it was suggested that we appoint a temporary co-chair at a meeting if one of the co-chairs was unable to be present.
Motion to change terms of reference: An alternate employee representative can be added at a meeting so that quorum can be made. (moved by David M, seconded by Steve B). All present are in favor. Carried.

Motion to change terms of reference: Temporary co-chair(s) can be appointed at a meeting that one or both co-chairs cannot attend. (moved by Nicholas R, seconded by Adam B). Discussion: A management or employee representative can volunteer to be the temporary co-chair before the meeting is called to order. All present are in favor. Carried.

Sheldon stated that students complained about ergonomics during writing exams. It was suggested that perhaps students could have stretching breaks. Kendra said that Erin Bradbury, ergonomicist, should be contacted regarding this. Sheldon will send her an e-mail.

10. The meetings for 2018 are temporarily scheduled for: Mar 16th, June 15th, September 14th, and December 14th. We will still send out a doodle poll before the meeting date to see if a reasonable number of people can attend.

11. Meeting adjourned at 11:10 AM.