OCCUPATIONAL HEALTH & SAFETY (OH&S) COMMITTEE
MINUTES REPORT FORM

DATE OF MEETING (Y/M/D): 2015/06/03

WHSC Firm Number: 94001  Site Number: 27

PART I - EMPLOYER

EMPLOYER (HEAD OFFICE) INFORMATION

Company name: Memorial University (Chem-Physics Building)
Mailing address: P.O. Box 4200
St. John’s, NL A1C 5S7

Employer site number/location: 27
Total number of employees on site: 270
OH&S minutes contact name and telephone #
Nicholas Ryan
709-864-4636

Was an agenda used? Yes/No  Yes
Number of issues deferred to next meeting: 0
Date of next meeting (Y/M/D): 2015/09/03
Seasonal shut down date (Y/M/D): n/a

EMPLOYER REPRESENTATIVES

Co-chair: Gérald Schneider  Certificate No.: 170805
Co-chair status: X Assigned  □ Acting
Members:
Sharon Logan  Certificate No.: 170795
Graig Jackson  Certificate No.: 170818
Christopher Deacon  Certificate No.: 185646
Kelly Foss  Certificate No.: 191171

PART II - OH&S COMMITTEE ACTIVITY

Workplace Inspections
Since the last meeting indicate the following:
No. of Inspections conducted: 4
No. of issues identified  See Page 2

Were there issues for follow-up? YES/NO  Yes
If Yes (record in Summary of Issues Part III)

Workplace Complaints
Since the last meeting indicate the following:
No. of complaints received: 1
Were there issues for follow-up? YES/NO  Yes
If Yes (record in Summary of Issues Part III)

Accident/Incident Investigation
Since the last meeting indicate the following:
No. of accident investigations conducted: 0
No. of incident investigations conducted: 0
No. of accident reports reviewed: 0
No. of incident reports reviewed: 0

Work Refusal(s)
Did the committee review or participate in any "right to refuse unsafe work" situations since the last meeting? YES/NO  No
No. of right to refuse unsafe work situations: 9
Were there issues for follow-up? YES/NO  No
If Yes (record in summary of Issues Part III)

Section 36.1(2) of the OH&S Act requires the employer to establish an OH&S program "in consultation with the [OH&S] committee...at the workplace." As a means of monitoring the OH&S program, the committee should review the different parts of the program to ensure they are effective. In the following section, please indicate the OH&S committee's involvement with the program and whether or not the program elements are effective. Please print the element that was reviewed at this meeting.

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>OH&amp;S PROGRAM ELEMENTS</th>
<th>DATE REVIEWED</th>
<th>EFFECTIVE YES/NO</th>
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<th>DATE REVIEWED</th>
<th>EFFECTIVE YES/NO</th>
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</thead>
<tbody>
<tr>
<td>Leadership and Administration</td>
<td></td>
<td></td>
<td>Accident/Incident Investigations</td>
<td>Mar 4, 2015</td>
<td>Yes</td>
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<tr>
<td>OH&amp;S Committee</td>
<td>Dec 12, 2013</td>
<td>Yes</td>
<td>Workplace Inspections</td>
<td>Mar 3, 2014</td>
<td>Yes</td>
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<tr>
<td>Education and Training</td>
<td>Sep 3, 2014</td>
<td>No</td>
<td>Disability Management</td>
<td></td>
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<tr>
<td>Hazard Recognition, Evaluation and</td>
<td></td>
<td></td>
<td>Other</td>
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Control
<table>
<thead>
<tr>
<th>Source</th>
<th>Cause</th>
<th>Category</th>
<th>Issue Date</th>
<th>Department/Task</th>
<th>Followup By</th>
<th>Recommendation</th>
<th>Implementation</th>
<th>Received By</th>
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**PART III - SUMMARY OF ISSUES**

- **Issue 1:** Various maintenance issues identified in workplace inspections.
  - Source: Various causes
  - Department: Maintenance
  - Task: Workplace Inspections
  - Followup By: Nicholas Ryan
  - Recommendation: Administration
  - Implementation: No one has been assigned to close door in case of fire.

- **Issue 2:** Lab doors do not always remain closed.
  - Source: Various causes
  - Department: Administration
  - Task: Committee discussion
  - Followup By: Nicholas Ryan
  - Recommendation: Administration
  - Implementation: Departmental administration has not updated the doors since installation.

- **Issue 3:** Some eyewash units are not reachable.
  - Source: Various causes
  - Department: Administration
  - Task: Workplace Inspections
  - Followup By: Nicholas Ryan
  - Recommendation: Administration
  - Implementation: New eyewash units are being purchased and installed.

- **Issue 4:** A building first aid responder does not respond in a timely manner.
  - Source: Various causes
  - Department: Complaint
  - Task: Committee discussion
  - Followup By: Nicholas Ryan
  - Recommendation: Committee discussion
  - Implementation: New procedures are being developed.

- **Issue 5:** Fire alarm sound not loud enough.
  - Source: Various causes
  - Department: Complaint
  - Task: Committee discussion
  - Followup By: Nicholas Ryan
  - Recommendation: Committee discussion
  - Implementation: New procedures are being developed.

- **Issue 6:** All laboratory instructors do not have first aid training.
  - Source: Various causes
  - Department: Complaint
  - Task: Committee discussion
  - Followup By: Nicholas Ryan
  - Recommendation: Committee discussion
  - Implementation: New procedures are being developed.

- **Issue 7:** Staff and students are not receiving training.
  - Source: Various causes
  - Department: Staff and Students
  - Task: Committee discussion
  - Followup By: Nicholas Ryan
  - Recommendation: Committee discussion
  - Implementation: New procedures are being developed.

**Date:** June 23, 2015

Signature: [Signature]  Date: [Date]