Date of Meeting (Y/M/D) 2016 / 09 / 16 WHSCC Firm Number 94001 Site Number 27

PART I – EMPLOYER

EMPLOYER (head office information)

Company name: Memorial University

Mailing address: P.O. Box 4200
St. John's NL A1C 5S7

CITY PROVINCE POSTAL CODE Chemistry-Physics Building

Worksite street address:

Total number of employees on site: 270

Date of next meeting (Y/M/D): 2016 / 12 / 15
Seasonal shut down date (Y/M/D): n/a

OH&S minutes contact:
Name, Kelly Foss
Telephone No.: 709-864-2019

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 the Commission.

Employer Representative(s)
Co-Chair: Kelly Foss
Members: Jennifer Murray
Celine Schneider/Adam Beaton
Chris Deacon
Deborah Dunn
Todd Andrews

Certification Training # Present (Y/N)
191171 Y
170805/ada892104 N/Y
185646 Y
deb7124196 Y
not yet trained Y

Worker Representative(s)
Co-Chair: Sheldon Huelin
Members: Nathalie Vanasse
David Murphy
Nicholas Ryan
Marcel Hunt
Steve Ballard

Certification Training # Present (Y/N)
170800 Y
173132 Y
170802 Y
170804 N
194019 N
170789 Y

Guest(s) Kendra Whelan, Dept. of Environmental Health and Safety, MUN

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 0
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 1
No. of outstanding items from last meeting 11

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: 2016-09-20

Worker Co-chair Signature: Sheldon Huelin
Date: 2016-09-20

Revised July 2015
<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Recommendation</th>
<th>Action By (who &amp; when)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 2015</td>
<td>Accident report form for undergraduates</td>
<td>Departmental of Environmental Health and Safety still in the process of developing</td>
<td>EHS</td>
</tr>
<tr>
<td>Sep. 2015</td>
<td>PPE not worn in Chemistry labs</td>
<td>Chemistry department has established a grad student safety committee. OHS committee will invite chair to future meetings</td>
<td>S. Huelin Sep 2016</td>
</tr>
<tr>
<td>Mar. 2016</td>
<td>Transportation of liquid nitrogen in elevators</td>
<td>Form subcommittee to develop SOP. Should be campus-wide initiative and include Health Science Centre.</td>
<td>K. Whelan/J. Murray</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>Transportation chemicals through University Centre</td>
<td>Overpass is coming down over the next few months. University is looking at use of vehicles to transport chemicals across campus</td>
<td>N/A</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>Containers of used silica in hallways</td>
<td>Chemicals have been removed. Up to lab owner to identify what is in containers. However, containers should not be stored in hallway while waiting for disposal. OHS inspection teams to note if issue reoccurs.</td>
<td>Various members</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>Leak turning ceiling tiles black</td>
<td>Tiles have been removed but not replaced. No indication of whether or not leak was addressed. OHS inspection teams to note if issue reoccurs.</td>
<td>Various members</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>Asbestos training</td>
<td>Reminder that EHS offers an online video explaining how to recognize asbestos. If OHS committee still has questions the university's industrial hygienist can come in for a workshop.</td>
<td>Various members</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>MIMS training</td>
<td>Committee chairs still have not been trained in the system as a new system is being developed.</td>
<td>EHS/K. Picco</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>E-Alert email</td>
<td>Email has been sent to all employees in building to advise them of Memorial's online reporting system. This is to resolve an issue with a general lack of awareness regarding the system.</td>
<td>K. Foss</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>Undergrad lab coat policy</td>
<td>Email has been sent to department administrative staff. They will contact lab instructors to get them to inform students on how to properly store lab coats when they leave a lab.</td>
<td>S. Huelin</td>
</tr>
<tr>
<td>Jun. 2016</td>
<td>AED inspections</td>
<td>Must be done monthly.</td>
<td>K. Foss/S. Huelin</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>Minor maintenance items noted during workplace inspections.</td>
<td>Items forwarded to Facilities Management for remedial action.</td>
<td>S. Huelin</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>OHS committee member training</td>
<td>Two members need OHS training. Find out the next session and advise.</td>
<td>K. Foss</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>First aid training</td>
<td>Units in the building have been advised that a number of certificates held by the building first-aid responders will expire before the end of the year. Determine if it is possible to get a group trained on campus.</td>
<td>K. Foss</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>Removal of surplus items</td>
<td>Departments have reported having trouble getting items picked up and have begun storing them in hallways creating a safety hazard. Advise departments to report items as a safety hazard via the e-alert system. They may be addressed faster.</td>
<td>K. Foss</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>Respirator testing</td>
<td>This work has been taken over by Technical Services. Will be done in Science building. A fee will be implemented at a cost of $40 per test.</td>
<td>N/A</td>
</tr>
<tr>
<td>Sep. 2016</td>
<td>Open flame locations</td>
<td>During last fire alarm, St. John's Regional Fire Department asked for a list of open flame locations in the building. A master list should be created and passed along to Pat St. Croix, SJRFD and CEP.</td>
<td>S. Huelin/K. Foss</td>
</tr>
</tbody>
</table>