WorkplaceNL

For assistance contact:
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Visit us at:
workplacenl.ca

Occupational Health and Safety Minutes Report Form

Date of Meeting 2026 / 02 / 10 (YYYY MM DD) WorkplaceNL Firm No. 94001 Site No. 42

PART 1 – Employer

Employer (head office information)	
Company name:	Memorial University - G.A. Hickman Bldg.
Mailing address:	Box 4200
St. John's (CITY)	NL (PROVINCE) A1C 5S7 (POSTAL CODE)
Worksite street address:	323 Prince Phillip Drive
*Total number of employees on site:	348
Date of next meeting:	2026 / 04 / 14 (YYYY MM DD)
*Seasonal shut down start date:	/ N/A / (YYYY MM DD)
*Seasonal shut down end date:	/ N/A / (YYYY MM DD)
OHS minutes contact name:	Gonzo Bennett
Telephone:	709-864-3756
Email:	gonzob@mun.ca

*Please ensure worksites are updated on WorkplaceNL's connect, by managing your worksites under "Worksite Information".

Employer Representative(s)	Certification Training No.	Present (Y/N)
Co-chair: Larry Blanchard (assigned: ✔ acting: ☐)	Lar7657933	Y
Members:		
Moe Afkani (CITL Rep)	Moh3156545	Y
Ruth Hickey (CITL Employer Rep)	Rut1419674	Y

Worker Representative(s)	Certification Training No.	Present (Y/N)
Co-chair: Gonzo Bennett (assigned: ✔ acting: ☐)	GON6668383	Y
Members:		
Amy Fudge (Nursing)	AMY8126298	Y
Pat Wells (Education)	Pat 6615540	Y

Guest(s): Marius Normore, EH&S Advisor

PART 2 – OHS Activity

Since last meeting indicate the following:

No. of workplace inspections conducted	1
No. of workplace complaints/concerns received	0
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	22
No. of health hazards identified	0
No. of outstanding items from last meeting	0

Summary of Meeting on reverse ◉ **or** **Attached Document** ○

PART 3 – Summary of Meeting

Item date	Item	Recommendation	Action by (who and when)
Jan 14, 2020	Environmental Conditions - Too hot/Cold	Facilities have done some work on regulating and fixing the air handling/heating system and some work on insulating drafty rooms. This will be considered completed and will be removed from our next report.	Completed
Jan 14, 2020	Exterior of building deteriorating	Minor fixes happening on a per need basis. Indications are that new infrastructure funding will be allocated to the building envelope, but that will be a couple years down the road.	Ongoing

Minutes of all OHS Committee meetings must be kept on file at the workplace, and a copy posted in a prominent area.

If you have a worksite with 20 or more workers, you are also required to submit your minutes on WorkplaceNL's connect.