WorkplaceNL

For assistance contact:
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Visit us at:
workplacenl.ca

Occupational Health and Safety Minutes Report Form

Date of Meeting 2026 / 07 / 07 (YYYY / MM / DD) WorkplaceNL Firm No. 94001 Site No. 42

PART 1 – Employer

Employer (head office information)	Employer Representative(s)	Certification Training No.	Present (Y/N)
Company name: Memorial University - G.A. Hickman Bldg.	Co-chair: Larry Blanchard	Lar7657933	Y
Mailing address: Box 4200	assigned: ✔ acting:		
St. John's NL A1C 5S7 (CITY / PROVINCE / POSTAL CODE)	Members:		
Worksite street address: 323 Prince Phillip Drive	Ruth Hickey (CITL Employer Rep)	Rut1419674	Y
*Total number of employees on site: 348	Todd Constantine	Tod5159667	Y
Date of next meeting: 2026 / 10 / 13 (YYYY / MM / DD)	**Worker Representative(s)**	**Certification Training No.**	**Present (Y/N)**
*Seasonal shut down start date: / N/A / (YYYY / MM / DD)	Co-chair: Gonzo Bennett	GON6668383	Y
*Seasonal shut down end date: / N/A / (YYYY / MM / DD)	assigned: ✔ acting:		
OHS minutes contact name: Gonzo Bennett	Members:		
Telephone: 709-864-3756	Moe Afkani (CITL Rep)	Moh3156545	Y
Email: gonzob@mun.ca	Amy Fudge (Nursing)	AMY8126298	Y
	Pat Wells (Education)	Pat 6615540	N

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

Guest(s): Wanda Wilcox, EH&S Advisor

PART 2 – OHS Activity

Since last meeting indicate the following:		From this meeting indicate the following:	
No. of workplace inspections conducted	0	No. of safety hazards identified	1
No. of workplace complaints/concerns received	0	No. of health hazards identified	0
No. of incident reports reviewed	0	No. of outstanding items from last meeting	0
No. of right to refuse work situations	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	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. Rain event of March 27th exposed severe water infiltration in the building. The areas of infiltration have been sent to facilities management to be addressed.	Ongoing
July 7, 2026	Air Quality Concerns	Larry will draft a letter to Environmental Health and Safety requesting air quality testing be completed due to prolonged water infiltration issues and the effects of the ongoing construction.	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.