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# MINUTES REPORT FORM

Occupational Health & Safety (OH&S) Committee

\*Date of Meeting (y/m/d) MARCH 7, 2014

## PART I - EMPLOYER

WHSCC Firm Number 940001 Site Number ---

*EMPLOYER (head office information)	PRESENT
Company name: <u>MEMORIAL UNIVERSITY OF NL</u>	YES/NO <u>Y</u>
Mailing address: <u>240 PRINCE PHILLIP DR.</u>	
<u>St. John's NL A1B 3X5</u>	
CITY PROVINCE POSTAL CODE	
Telephone # <u>864-892</u> Fax # <u>864-4042</u>	
Employer site number/location: <u>---</u>	
Total number of employees on site: <u>148</u>	
OHS minutes contact name and telephone #	
<u>DARRYL PIKE 864-2171</u>	
Was an agenda used? Yes/No <u>YES</u>	
Number of issues deferred to next meeting: <u>0</u>	
Date of next meeting (Y/M/D): <u>MAY 23 2014</u>	
Seasonal shut down date (Y/M/D): <u>---</u>	
*Indicates a required field. Failure to fill out required fields can delay minutes from being accepted and processed by the Commission.	

*EMPLOYER REPRESENTATIVES	PRESENT
Co-chair: <u>BARB ELLIST</u> Certificate No.: <u>170795</u>	YES/NO <u>Y</u>
Co-chair status: <input checked="" type="checkbox"/> Assigned <input type="checkbox"/> Acting	
Members: <u>Andy Fisher</u> Certificate No.: <u>173091</u>	<u>Y</u>
<u>DENNIS SPAIN</u> Certificate No.: <u>168792</u>	<u>Y</u>
<u>DARRYL PIKE</u> Certificate No.: <u>168776</u>	<u>Y</u>
<u>---</u> Certificate No.: <u>---</u>	<u>---</u>
<u>---</u> Certificate No.: <u>---</u>	<u>---</u>

*WORKER REPRESENTATIVES	PRESENT
Co-chair: <u>KEN SWEENEY</u> Certificate No.: <u>170806</u>	YES/NO <u>Y</u>
Co-chair status: <input checked="" type="checkbox"/> Assigned <input type="checkbox"/> Acting	
Members: <u>SHAWN ORGAN</u> Certificate No.: <u>168788</u>	<u>Y</u>
<u>LEANNE HAYDEN</u> Certificate No.: <u>173008</u>	<u>Y</u>
<u>SALIM AHMID</u> Certificate No.: <u>168793</u>	<u>Y</u>
<u>NOUJ WHITE</u> Certificate No.: <u>---</u>	<u>Y</u>
<u>JASON SHARES</u> Certificate No.: <u>---</u>	<u>N</u>
Guests: <u>---</u>	

## PART II - OH&S COMMITTEE ACTIVITY

<p><b>Workplace Inspections</b></p> <p>Since the last meeting indicate the following:</p> <p>No. of inspections conducted <u>2</u></p> <p>No. of issues identified <u>1</u></p> <p>Were there issues for follow-up? YES/NO <u>YES</u></p> <p style="text-align:center;">If Yes (record in Summary of Issues Part III)</p>	<p><b>Accident/Incident Investigation</b></p> <p>Since the last meeting indicate the following:</p> <p>No. of accident investigations conducted <u>0</u></p> <p>No. of incident investigations conducted <u>0</u></p> <p>No. of accident reports reviewed <u>0</u></p> <p>No. of incident reports reviewed <u>0</u></p>
<p><b>Workplace Complaints</b></p> <p>Since the last meeting indicate the following:</p> <p>No. of complaints received <u>2</u></p> <p>Were there issues for follow-up? YES/NO <u>YES</u></p> <p style="text-align:center;">If Yes (record in Summary of Issues Part III)</p>	<p><b>Work Refusal(s)</b></p> <p>Did the committee review or participate in any "right to refuse unsafe work" situations since the last meeting? YES/NO <u>No</u></p> <p>No. of right to refuse unsafe work situations <u>0</u></p> <p>Were there issues for follow-up? YES/NO <u>No</u></p> <p style="text-align:center;">If Yes (record in summary of issues Part III)</p>

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 select the element that was reviewed at this meeting.

PLEASE PRINT CLEARLY

OH&S PROGRAM ELEMENTS	DATE REVIEWED	EFFECTIVE YES/NO	OH&S PROGRAM ELEMENTS	DATE REVIEWED	EFFECTIVE YES/NO
Leadership and Administration	---	-	Accident/Incident Investigations	---	-
OH&S Committee	---	-	Workplace Inspections	---	-
Communication	---	-	Emergency Preparedness	---	-
Education and Training	---	-	Disability Management	---	-
Safe Work Practices and Procedures	---	-	Ergonomics	---	-
Hazard Recognition, Evaluation and Control	---	-	Other	---	-

**PART III - SUMMARY OF ISSUES**

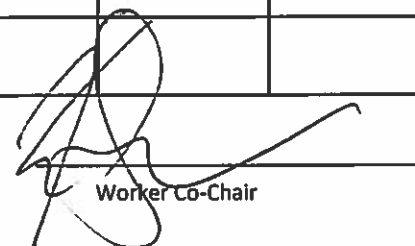
**ISSUES SHOULD BE CARRIED FORWARDED AT EACH MEETING UNTIL THE ISSUES ARE COMPLETE**

Issue Date	Issues(s)	Source	Category	Cause(s)	Recommendation(s)	Followed-Up By	Date Forwarded to Employer	Recommendations Implemented	Re
July 19 2013	Hydro Pole Creosote Smell	Professor	Air Quality	Research Activity	Darryl to contact DHS For Review	Darryl Pike	August 16 2013	Wait until next pole shipment to test	
July 19 2013	Syringe found in 3rd floor garbage can	Custodians	Safety	Unknown	Barb to follow-up with custodians on e-mail corespondance	Barb Elliott	November 20 2013		
Sept. 19 2013	EN-1021A door lock not working properly	OHS Inspection	Building Maintenance	Wear and Tear	Locksmith to fix : FM Notified	Darryl Pike	December 18 2013		
Sept. 19 2013	EN-1021A : no door window in lab/office	OHS Inspection	Safety	Oversight when Builiding erected	SMA to FM to install a door window	Darryl Pike	September 23 2013		
Sept. 19 2013	EN-1021C : Extension power bars: Approved?	OHS Inspection	Safety	Policy Change	DHS to review	Darryl Pike	November 26 2013	Cords replaced Power Bars Work Order: FM-41319501	
Sept. 19 2013	EN-1021C : No high voltage power Kill Switch	OHS Inspection	Safety	Oversight when Builiding erected	SMA to FM to install an Emergency Kill Switch.	Darryl Pike	September 23 2013		
Sept. 19 2013	EN-1021C : Emerg, lighting mount issues/coverage?	OHS Inspection	Safety	Unknown	DHS to review	Darryl Pike	November 26 2013		
March 7 2014	Concrete Lab Electrical Review for GFI req'mets	OHS Matters Rising	Safety	Unknown	FM to review electrical panels, plugs recepticles, test breakers; GFI?	Darryl Pike	March 31 2013		
March 7 2014	Fire Alarm annunciation Note loud enough	OHS Matters Rising	Safety	Fire Alarm Set-Up	DHS to review	Darryl Pike	March 31 2013		
March 7 2014	Battery Charging in Senior Elecrical Lab	OHS Inspection	Safety	Undergrad Activity	DHS to review	Darryl Pike	February 19 2014		

SIGNATURE OF CO-CHAIRS:

  
Employer Co-Chair

2014/04/07  
Date (Y/M/D)

  
Worker Co-Chair

2014/04/29  
Date(Y/M/D)

Before returning this copy to the Commission, please ensure that two copies are made - one to post in the workplace and one for the OH&S Committee'e file. This original must be sent to the Commission.