



Occupational Health & Safety Committee Meeting Minutes

Faculty of Engineering and Applied Science
Memorial University of Newfoundland

Location: S.J. Carew Building, Room EN-4002
Date: Friday November 22, 2013
Time: 2:00 p.m. to 4:00 p.m.
WHSCC: Firm Number 94001
Site Number: TBD

Present:

Ken Snelgrove, Co-Chair:	Faculty:	170806
Barb Elliott, Co-Chair:	Manager, Finance and Administration:	170795
Darryl Pike, Secretary:	Manager, Laboratories:	168776
Andy Fisher:	Associate Dean (Undergraduate):	173091
Leanne Hayden:	Administrative Staff:	173108
Salim Ahmid:	Faculty:	168790
Shawn Organ:	Technologist:	168788
Dennis Cramm:	Manager, Technical Services:	168792
Nolan White:	Computer Science	_____
Jason Shades:	Custodial Services	_____

- 1) Courtesies/Regrets/Conflicts of Interest:
 - a. Courtesies
 - i. The meeting began with a welcome introduction and round table introduction.
 - b. Regrets:
 - i. None.
 - c. Conflicts of Interest:
 - i. None

- 2) Approval of Agenda:
 - a. Agenda was modified with the following changes noted:
 - i. Section 5) items a, b, c and d were moved to Section 7) Matters Rising.
 - ii. Section 5) items e, was moved to Section 6) Safety Inspections.
 - iii. Section 5) should have been a listing of the issues discussed at the September Meeting; delineated by

Internal Review List and WHSCC List. BE, read from the minutes of the September meeting.

- b. Resubmit to D2L => Approved.
- 3) Approval of the minutes from previous meeting:
- a. Meeting Date: Friday September 20, 2013.
 - b. Minutes was approved without change
- 4) Correspondence:
- a. BE received a letter from WHSCC which was a reminder of our next meeting.
- 5) General:
- a. TOR: Darryl and Andy to work on revising TOR for approval of the committee: Revisions will include but are not limited to:
 - i. Modified to include more non-management members.
 - ii. Include Technical Services as part of membership.
 - iii. Clarification of this being a work site committee
 - iv. Remove students from membership as they cannot play an official role as they are not employees.
- 6) Issues Raised:
- a. Smoking in the main entrance to S.J. Carew Building
 - i. Notice to be placed on Information Monitor.
 - ii. OH&S committee to bring this up at Faculty Council
 - iii. OH&S committee e-mail to all profs and all staff in building
 - b. Hydro poles in EN1033 coated in creosote – air contamination
 - i. DP: E-mail sent to DHS: Since odour is not present at this time, the move forward plan is to wait for the next shipment of Hydro Poles, give DHS a 5 day notice and they will facilitate the odour tests.
 - ii. DP: Matthew Curtis notified of this plan and he intern notified Dr. Geoff Rideout.
 - c. Slipping hazard in washrooms – special purpose sinks needed.
 - i. BE and KS has sent a formal request to FM to have signs installed in the male washrooms advising of a possible safety hazard. In addition they have requested a longer-term solution of having special purpose sinks installed in designated washrooms.

- ii. No response from FM as of yet.
- d. Elevator Certifications.
 - i. DP contacted DHS to see if they have endorsed this practice; they have.
- e. Biohazard disposal receptacles (BDR).
 - i. BE and KS have sent a formal request to FM to have appropriate BDRs installed in the S.J. Carew building.
- f. Lab Doors window covering.
 - i. Location: EN-1020J.
 - 1. DHS (Pat St.Croix) reviewed and advised DP that this activity is against fire safety regulations and the window covering need to be removed.
 - 2. PI notified on November 4 2013 via e-mails. DP to follow-up
 - 3. AF/BE: general note needs to be sent to Profs and Staff to notify them of this concern and they will bring it up at faculty council.
- g. EN-1020J: Inspection List:
 - i. Inspection list provided to PI.
 - ii. DP to follow up on list: Take list and review lab.
 - iii. Heater is unplugged and needs to be certified by FM/DHS
- h. EN-1020D
 - i. Heater is unplugged and needs to be certified by FM/DHS
- i. EN-1020H
 - i. Lights now working (FM Request): DONE.
- j. EN-1020: General lab inspection List.
 - i. DP to ask DHS if the fire extinguisher between EN-1020A and EN-1020B meets code.
 - 1. DP and DHS discussed this issue and DHS advised DP that this does meet code.
 - ii. Unapproved Heaters were unplugged and will be inspected by DHS.
 - 1. DP to contact DHS to review.
 - iii. 1020C still needs to be inspected.
 - 1. DP to contact DHS to review.
- k. Compression Tests:
 - i. Protective Shields have been ordered.
- l. Emergency Lighting : EN-2006

- i. LH: Pat. St. Croix to take care of.
- m. Chairs for computer lab:
 - i. 50 new chairs have been ordered.
- n. Front Entrance congestion:
 - i. BE and KS to write a letter to Darryl Miles to review.
- o. Litter and clutter in 7A.
 - i. DP to contact FM to clean up.
- p. Diesel fumes.
 - i. When generators fired up there may be some fumes that get into the building.
 - ii. DP to place activate a DHS ticket.

7) Safety Inspection:

NOTES: **OH&S committee in-formal list** and **WHSCC formal list**

- a. Safety inspection/review of EN-1021, A, B, C and EN-1038F was held on September 19, 2013 by Andy Fisher, Ken Snelgrove and Glenn St. Croix. Many potential hazards were identified for each room and delineated into two categories as noted above.
 - i. **Inspection Line Item A: EN1021**
 - 1. Drill Press Authorization Sign:
 - 2. DP: DONE
 - ii. **Inspection Line Item B: EN1021**
 - 1. Hacksaw, drill bits and wood chips around bench:
 - 2. DP: discussed this with the ECE lab technologists and they have cleaned up the area and continue to be vigilant about keeping the area clean.
 - 3. DP: DONE
 - iii. **Inspection Line Item C: EN1021A**
 - 1. Lock may impede access in emergency:
 - 2. DP: FM work order generated on September 24, 2013: Work Order: FM-41313814
 - iv. **Inspection Line Item D: EN1021A**
 - 1. No visibility – window in door:
 - 2. DP: SMA generated on September 23, 2013: RR# 312515
 - v. **Inspection Line Item E: EN1021A**
 - 1. A lot of old equipment/surplus equipment piled on countertops, Heavy things stored up on top of

- shelves/cabinets; Ergonomics/lighting for use as on office.
- 2. DP discussed this with Eric and we are scheduled to meet and review.
- vi. **Inspection Line Item F: EN-1021B**
 - 1. Extension cord – approved type and use:
 - 2. DP reviewed with Leanne and Pat St. Croix. Pat to order a new power cord/extension cord.
- vii. **Inspection Line Item G: EN-1021C**
 - 1. Extension cord/power bars – approved type and use?
 - 2. DHS ticket generated; DP not sure if this has been completed as there is no follow-up procedure on DHS tickets.
 - 3. DP to contact DHS.
- viii. **Inspection Line Item H: EN-1021C**
 - 1. No master kill switch.
 - 2. DP: SMA generated on September 23, 2013: RR# 312514.
- ix. **Inspection Line Item I: EN-1021C**
 - 1. Separate research / storage corner is overcrowded:
 - 2. DP discussed this matter with technologists and they have discarded the empty FEEDBACK boxes.
 - 3. DP: DONE
- x. **Inspection Line Item J: EN-1021C**
 - 1. Storage area behind backboard is open accessible and cluttered.
 - 2. DP discussed this with technologists and Dennis Peters contacted afterwards about removing the Telco 48/24 volt DC/DC converters.
 - 3. DP: DONE
- xi. **Inspection Line Item K: EN-1021C**
 - 1. Emergency lighting – not mounted on wall. Suitable coverage.
 - 2. DP contacted DHS; Pat St. Croix reviewed on November 26, 2013 and has generated a Work Order to remedy the cited issues.
- xii. **Inspection Line Item L: EN-1038F**
 - 1. Too much stuff stored in a small space with shelves overflowing and items on top.

2. DP reviewed this with the ECE technologists and we will re-arrange the items on the shelves and purge unwanted equipment.
 3. DP: DONE
 - xiii. **Inspection Line Item M: EN-1038F**
 1. Items stored near edges or up high could create hazard.
 2. DP reviewed this with the ECE technologists and we will re-arrange the shelf items in a more safe and secure fashion.
 3. DP: DONE
 - xiv. **Inspection Line Item N: EN-1038F**
 1. Heavy shelves should always be moved carefully to avoid ergonomic issues (perhaps a sign to indicate that they should be moved one at a time)
 2. DP: DONE: Sign Posted: FRM/007/016 Rev-
- b. Inspection Schedule:
- i. We need a master plan,
 - ii. Inspection of the whole building once per year is very challenging for a volunteer group.
 - iii. We need to find a solution as this appears to be a lot for this committee.
 - iv. Upper Management to work on solution.
 - v. All offices have been done.
 - vi. Leanne sent members the results of DHS inspection.
- 8) Matters Rising:
- i. TRIM tank:
 1. It has been observed that the TRIM tank can perhaps be lowered to facilitate access /use as the current design may pose a safety issue.
 2. This will be reviewed by the OH&S committee.
 3. **Not Sure on UPDATE:**
 - ii. Storage under stairs in west stairwell
 1. Picture submitted
 2. This will be reviewed by the OH&S committee.
 3. **Not Sure on UPDATE:**
 - iii. Safety Shoe Policy
 1. DP to write and send to Dean for review and comments.

- iv. Next Inspection location
 - 1. Technical Services

9) Other Business:

- a. NONE

10) Adjournment and next meeting.

- a. BE to advise
- b. Schedule for 2014 meetings
 - February 21, 2014
 - May 23, 2014
 - August 22, 2014
 - November 21, 2014