



EMAIL FORM TO:  
OHS.Minutes@workplacnl.ca  
FAX FORM TO:  
709.778.1564

CALL US AT:  
709.778.1552  
1.800.563.9000

VISIT US AT:  
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**Occupational Health & Safety  
Minutes Report Form**

Date of Meeting (Y/M/D) 2021 / 12 / 02 WorkplaceNL Firm Number 94001 Site Number 31

**PART I – Employer**

<b>Employer (head office information)</b>	<b>Employer Representative(s)</b>	<b>Certification Training #</b>	<b>Present (Y/N)</b>
Company name: <u>Memorial University of Newfoundland</u>	Co-chair: <u>Barb Elliott</u>	<u>BAR6574987</u>	<u>Y</u>
Mailing address: <u>240 Prince Phillip Drive</u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>		
St. John's NL A1B 3X5	Members: <u>Dennis Peters</u>	<u>DEN6670168</u>	<u>Y</u>
CITY PROVINCE POSTAL CODE	<u>Dennis Cramm</u>	<u>DEN6348962</u>	<u>Y</u>
Worksite street address: <u>Same</u>	<u>Lisa Cook</u>	<u>LIS8348155</u>	<u>N</u>
Total number of employees on site: <u>150</u>			
Date of next meeting (Y/M/D): <u>2022 / 02 / 11</u>	<b>Worker Representative(s)</b>	<b>Certification Training #</b>	<b>Present (Y/N)</b>
Seasonal shut down start date (YMD): <u>    /    /    </u>	Co-chair: <u>Ken Snelgrove</u>	<u>KEN6385503</u>	<u>Y</u>
Seasonal shut down end date (Y/M/D): <u>    /    /    </u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>		
OH&S minutes contact name: <u>Lisa Cook</u>	Members: <u>Craig Mitchell</u>	<u>CRA7297659</u>	<u>Y</u>
Telephone: <u>709-864-7467</u>	<u>Mark Kieley</u>	<u>MAR7695386</u>	<u>Y</u>
Email: <u>lisa.cook@mun.ca</u>	<u>Salim Ahmed</u>	<u>SAL7342011</u>	<u>Y</u>
	<u>Xianta Jiang</u>	<u>XIA7216858</u>	<u>N</u>
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 WorkplaceNL.	Guest(s) One additional worker: <u>Lori Hogan #Lor7997931 - not present</u>		
	Guest: <u>Darrell Gosse</u>		

**Part II – OH&S Activity**

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted <u>5</u>	No. of safety hazards identified <u>0</u>
No. of workplace complaints/concerns received <u>3</u>	No. of health hazards identified <u>1</u>
No. of incident reports reviewed <u>0</u>	No. of outstanding items from last meeting <u>2</u>
No. of right to refuse work situations <u>0</u>	
Summary of Meeting on reverse <input checked="" type="radio"/> or Attached Document <input type="radio"/>	

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:   
Date: December 3, 2021

Worker Co-chair Signature:   
Date: December 3, 2021

## PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Mar. 5, 2020	Concrete lab: Failure of researchers/students to maintain safe working spaces while working or to return space to safe, clean conditions when finished for the day.	A letter has been submitted to the Dean expressing the concerns of the committee. Co-Chairs to send reminder to dean asking for update on recommendations previously forwarded.	Who: KS & BE
Feb. 18, 2021	Incident in SJ Carew Building - many informal complaints and one written correspondence regarding conflicting messages from and between RNC, CEP, MUN, FEAS during the threat on Feb. 18. MUNSafE app notification was not received by all and was sent an hour into police presence. No follow up from OCRO.	OCRO has arranged for a presentation to be given to the SJ Carew Building OHS committee on the Feb. 18 situation response and follow up. The presentation was postponed from Meeting #3 2021 to Meeting #4 2021. The presentation postponed to Meeting #1 of 2022.	
Dec 2, 2021	Concrete lab: Equipment failure - Silica Sand escaped from sandblasting machine.	Supervisor has been informed to complete Accident/Incident report. EHS to follow up.	Who: Bipul Hawladar