



Workplace Health, Safety & Compensation Commission

Phone: (709) 778-1552
Toll free: 1-800-563-9000
Fax: (709) 778-1564
www.whscc.nl.ca

146 - 148 Forest Rd.
P.O. Box 9000
St. John's, NL
A1A 3B8

Occupational Health & Safety Minutes Report Form

(see instructions)

Date of Meeting (Y/M/D) 2016 / 04 / 08 WHSCC Firm Number 940001 Site Number _____

PART I – EMPLOYER

EMPLOYER (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: <u>Memorial University of Newfoundland</u>	Co-Chair: <u>Barb Elliott</u>	<u>170795</u>	<u>Y</u>
Mailing address: <u>240 Prince Phillip Drive</u>	Members: <u>Andy Fisher</u>	<u>173091</u>	<u>Y</u>
St. John's NL A1B 3X5	<u>Dennis Cramm</u>	<u>168792</u>	<u>Y</u>
CITY PROVINCE POSTAL CODE	<u>Darryl Pike</u>	<u>168776</u>	<u>Y</u>
Worksite street address: <u>Same</u>	<u>Andrew Draskoy</u>	<u>202737</u>	<u>Y</u>
Total number of employees on site: <u>150</u>			
Date of next meeting (Y/M/D): <u>2016 / June / 3</u>	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down date (Y/M/D): <u>- / - / -</u>	Co-Chair: <u>Ken Snelgrove</u>	<u>170806</u>	<u>Y</u>
OH&S minutes contact: Name: <u>Darryl Pike</u>	Members: <u>Shawn Organ</u>	<u>168788</u>	<u>Y</u>
Telephone No.: <u>864-2171</u>	<u>Sara Diamond</u>	<u>202735</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 the Commission.	<u>Salim Ahmed</u>	<u>173108</u>	<u>Y</u>
	<u>Jason Parsons</u>	<u>191172</u>	<u>Y</u>
	<u>Mark Kieley</u>	<u>202734</u>	<u>Y</u>
	Guest(s) <u>Darrell Gosse : Department of Environment Health and Safety</u>		

PART II – OH&S ACTIVITY

Since last meeting indicate the following:		From this meeting indicate the following:	
No. of workplace inspections conducted	<u>1</u>	No. of safety hazards identified	<u>0</u>
No. of workplace complaints/concerns received	<u>5</u>	No. of health hazards identified	<u>0</u>
No. of incident reports reviewed	<u>0</u>	No. of outstanding items from last meeting	<u>1</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: B Elliott

Date: June 2/16

Worker Co-chair Signature: [Signature]

Date: June 2, 2016

PART III – SUMMARY OF MEETING

Item Date	Item	Recommendation	Action By (who & when)
May 1, 2016	First Responder: First Aid listing needed on all floors	Find volunteers, have them trained and post first aid responder list on each floor: two names per floor.	BE: ASAP