

146-148 Forest Road P.O Box 9000 Toll Free 1-800-563-9000 Fax: (709) 778-1552 Fax: (709) 778-1564

## Occupational Health & Safety (OH&S) Committee MINUTES REPORT FORM

\*Date of Meeting (y/m/d) SEN 26 2014

PART I - EMPLOYER	WHSCC Firm Number 44000   Site Number	
*EMPLOYER (head office information)	'EMP,LOYER REPRESENTATIVES	PRESENT
Company name: MEMORIAL UNIVERSITY of NL	Co-chair: BARB ELLIOT Certificate No.: 170795	YESHO
Mailing address: 240 PRINCE PHILLIP DR.  St. JOHN'S NL AND 3X5  CITY PROVINCE POSTAL CODE	Co-chair status: YASSIGNED Acting Members: ANDY TISHER Certificate No.:173091 DENNIS CRAMM Certificate No.:168792 DARRYL PIKE Certificate No.:168776	N N
Telephone # 84-8912 Fax # 864-4042	Certificate No.:	
Employer site number/location:	Certificate No.	PRESERIO
Total number of employees on site: 1 + 8  OHS minutes contact name and telephone #	Co-chair: KEN SNEL GROVE Certificate No 170906	YESIND
DARRYL PIKE 864-2171  Was an agenda used? Yes/No YES  Number of issues deferred to next meeting: 0  Date of next meeting (Y/M/D): NOVEMBER 21, 2014	Co-chair status: Assigned Acting  Members: SHAWN ORGAN Certificate No.: 169788  LEANNE HAYDEN Certificate No.: 17308  SALIM AHMID Certificate No.: 168790  JASN Parsons Certificate No.: Leanne No.: L	9-
Seasonal shut down date (Y/M/D):	MANRIQUE MATA-MONTECTIFICATE No.:  Guests:  Senior Ad	<u> </u>
Minutes from being accepted and processed by the Commission.  ART II — OH&S COMMITTEE ACTIVITY	Engineer:	D 7 2014
Norkplace Inspections Since the last meeting Indicate the following: No. of inspections conducted No. of issues identified  Were there issues for follow-up? YES/NO  If Yes (record in Summary of Issues Part III)	Accident/Incident Investigation  Since the last meeting indicate the following: REC:  No. of accident investigations conducted  No. of incident investigations conducted  No. of accident reports reviewed  No. of incident reports reviewed	
Workplace Complaints  Since the last meeting indicate the following:  No. of complaints received	Work Refusal(s)  Did the committee review or participate in any "right to refus work" situations since the last meeting? YES/NO	e unsafe

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 SEFFECTIVE YES/NO OH&S PROGRAM ELEMEN		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	مني	

## **PART III - SUMMARY OF ISSUES**

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

Issues(s)	Source	Category	Cause(s)	Recommendation(s)	Followed-Up	Date Forwarded	Recommendations	Resolved
					Ву	to Employer	Implemented	Y/N
Hydro Pole Creosote	Professor	Air Quality	Research	Darryl to contact DHS	Darryl Pike	August 16	Wait until next pole	N
Smell			Activity	For Review	<u> </u>	2013	shipment to test	
Syringe found in 3rd	Custodians	Safety	Unknown	Barb to follow-up with custodians	Barb Elliott	November 20		N
floor garbage can				on e-mail correspondence		2013		1
EN-1021C: Emerg, lighting	OHS	Safety	Unknown	DHS to review	Darryl Pike	November 26	Mount emerg. Lights to wall	Y
mount issues/coverage?	Inspection					2013	Verify coverage	
Concrete Lab Electrical	OHS Matters	Safety	Unknown	FM to review electrical panels, plugs	Darryl Pike	March 31	FM contacted to correct issues	Y
Review for GFI req'mets	Rising			receptacles, test breakers; GFI?	1	2013		
Fire Alarm annunciation	OHS Matters	Safety	Fire Alarm	DHS to review	Darryl Pike	March 31	DHS waiting for SUNCOR to be	N
not loud enough	Rising		Set-Up	1	] [	2013	occupied => check decibles	
Wheel Chair ramp not	General	Building	Unknown	FM to perform maintenance on	Darryl Pike	April 8	FM contacted to correct issues	Υ
working	Operations	Accessibility		system		2014		
Floor riser in EN-4002	Professor	Safety	Building	FM to review area and make	Darryl Pike	October 7		N
Trip Hazard			Design	recommendations		2014		
Homemade Fire Exit sign	Employee	Safety	Cafeteria	DHS to review sign	Darryl Pike	October 7		N
in Cafeteria			Management			2014		
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	Hydro Pole Creosote Smell  Syringe found in 3rd floor garbage can EN-1021C: Emerg, lighting mount issues/coverage?  Concrete Lab Electrical Review for GFI req'mets Fire Alarm annunciation not loud enough Wheel Chair ramp not working Floor riser in EN-4002 Trip Hazard Homemade Fire Exit sign	Hydro Pole Creosote Smell  Syringe found in 3rd floor garbage can EN-1021C: Emerg, lighting mount issues/coverage?  Concrete Lab Electrical Review for GFI req'mets Rising Fire Alarm annunciation not loud enough Wheel Chair ramp not working Floor riser in EN-4002 Trip Hazard Homemade Fire Exit sign  Professor  Professor	Hydro Pole Creosote Smell  Syringe found in 3rd floor garbage can EN-1021C: Emerg, lighting mount issues/coverage? Concrete Lab Electrical Review for GFI req'mets Fire Alarm annunciation not loud enough Wheel Chair ramp not working Floor riser in EN-4002 Trip Hazard Homemade Fire Exit sign  Pustodians Custodians Custodians Safety Inspection OHS Matters Rising OHS Matters Safety Rising Building Accessibility Floor riser in EN-4002 Frofessor Safety Employee Safety	Hydro Pole Creosote Smell  Syringe found in 3rd floor garbage can EN-1021C: Emerg, lighting mount issues/coverage?  Concrete Lab Electrical Review for GFI req'mets Fire Alarm annunciation not loud enough Wheel Chair ramp not working Floor riser in EN-4002 Trip Hazard Homemade Fire Exit sign  Professor  Air Quality Research Activity  Unknown Safety Unknown Unknown  Safety Fire Alarm Safety Fire Alarm Safety Unknown Unknown Set-Up Wheel Chair ramp not Working Floor riser in EN-4002 Frofessor Safety Building Design Cafeteria	Hydro Pole Creosote Smell Syringe found in 3rd Gorgarbage can EN-1021C: Emerg, lighting mount issues/coverage? Concrete Lab Electrical Review for GFI req'mets Fire Alarm annunciation not loud enough Wheel Chair ramp not Working Wheel Chair ramp not Working For Review  Custodians Safety Unknown DHS to review Unknown FM to review electrical panels, plugs receptacles, test breakers; GFI? Fire Alarm Set-Up Wheel Chair ramp not Working Floor riser in EN-4002 Professor Fire Alarm Design FM to review area and make Trip Hazard For Review DHS to review For Review For Review Barb to follow-up with custodians On e-mail correspondence Unknown FM to review electrical panels, plugs receptacles, test breakers; GFI? Fire Alarm Set-Up Fire Alarm Set-Up FM to perform maintenance on system FM to review area and make Trip Hazard FM to review area and make Trip Hazard FM to review sign	Hydro Pole Creosote Professor Air Quality Research Activity For Review  Syringe found in 3rd floor garbage can  EN-1021C: Emerg, lighting mount issues/coverage? Inspection  Concrete Lab Electrical Review Rising Review for GFI req'mets Rising  Fire Alarm annunciation not loud enough Rising  Wheel Chair ramp not Working  For Review Darryl Pike OHS to review electrical panels, plugs receptacles, test breakers; GFI?  Darryl Pike Darryl Pike Pire Alarm DHS to review electrical panels, plugs receptacles, test breakers; GFI?  Darryl Pike Darryl Pike Pire Alarm DHS to review Darryl Pike Pire Alarm Set-Up  Wheel Chair ramp not General Building Operations Accessibility  For Review DHS to review Darryl Pike System  For Fire Alarm DHS to review area and make Darryl Pike Poesign Pire Exit sign Darryl Pike Darryl Pike Design Pire Darryl Pike Darryl Pike Design Darryl Pike Darryl Pike Darryl Pike Darryl Pike Design Darryl Pike Darryl Pike Darryl Pike Darryl Pike Design Darryl Pike Darryl Pike Darryl Pike Darryl Pike Design Darryl Pike Darryl Pike Darryl Pike Darryl Pike Design Darryl Pike Darr	Hydro Pole Creosote Professor Air Quality Research Activity For Review 2013  Syringe found in 3rd Gustodians Safety Unknown Barb to follow-up with custodians on e-mail correspondence 2013  EN-1021C: Emerg, lighting mount issues/coverage? Inspection Unknown Branch Electrical Review for GFI req'mets Rising OHS Matters Rising Safety Unknown DHS to review electrical panels, plugs receptacles, test breakers; GFI? 2013  Wheel Chair ramp not Weel Chair ramp not working Operations Accessibility Professor Safety Design recommendations Professor Safety Design recommendations Professor Safety Design recommendations Professor Safety Design Darryl Pike October 7  Employer to Employer to Employee Safety Darryl to contact DHS Darryl to contact DHS Darryl Pike August 16  Activity For Review Darryl Pike August 16  Activity For Review Darryl Pike November 20  Darryl Pike March 31  Postor view Darryl Pike March 31  Darryl Pike April 8  Accessibility Professor Safety Design Darryl Pike October 7  Design recommendations Darryl Pike October 7	Hydro Pole Creosote Smell Syringe found in 3rd floor garbage can EN-1021C: Emerg, lighting mount issues/coverage? Concrete Lab Electrical Review for GFI req'mets Fire Alarm annunciation not loud enough Nelsing Wheel Chair ramp not Working Operations Wheel Chair ramp not working Floor riser in EN-4002 Professor  Activity Research Activity For Review Barb to follow-up with custodians on e-mail correspondence On e-mail c

SIGNATURE OF CO-CHAIRS:

Employer Co-Chair

Date (Y/M/D

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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's file. This original must be sent to the Commission.