Minutes of the Memorial University &
Memorial University of Newfoundland Faculty Association
Joint Occupational Health & Safety Committee (JOHSC) Meeting

Tuesday, March 30, 2010

2:00 p.m.
Faculty Relations Boardroom AA-3037C

Present: Dr. Robert Gendron, MUNFA Representative and Co-Chair; Dr. George Jenner, MUNFA Representative; Dr. Barbara Neis, MUNFA Representative; Mr. Ian McKinnon, MUN Representative and Co-Chair; Ms. Sheila Miller, Director, Department of Health & Safety; Ms. Tina Mulcahy, MUN Representative

Minutes taken by: R. Kelly

1. The Agenda was approved and submitted.

2. The Minutes from the October 8, 2009 were reviewed and Item 3 (b) regarding the scent-free committee required a revision to it.

Mr. McKinnon introduced and welcomed Ms. Tina Mulcahy as the new MUN representative to the committee.

3. Update on items “for Action” from October 8th meeting:

   a) Tier I / Committee Structure / Government Issue – Mr. Murphy a representative from the CUPE OHS committee called for an OH&S Committee Structure Working Group meeting with representatives from other OHS committees to see if an initial meeting with the provincial government representative is possible to talk about the proposed Tier I committee structure. Questions were raised in regard to Eastern Health’s committee structure that was approved by government and as to whether Memorial will have a similar structure set up. Dr. Gendron suggested that the committee should try and have an initial meeting pertaining to Tier I.

   b) Status of University Bio-Safety Committee – Ms. Miller was able to give an update, she indicated that all bio-safety certificates have to be renewed and approved by the Chair. Applications are coming in for renewal, they will be reviewed and then formally reviewed to be approved (i.e. checking with contacts and ensuring that the labs are in compliance). Terms of Reference are being worked on and will be approved by the President.

   c) Bike Safety – A letter regarding Biker Safety was sent to the Sustainability Officer and the Director of Facilities Management. As of today’s date a reply has not been received by the committee. The co-chairs will follow up with the Sustainability Office.
d) Fume Hood Issues – Ms. Miller handed out updated material on Fume Hood Inspections and Certification and will continue to provide updates and send them to the committee. Ms. Miller will also send a copy of incident/accident summary to the committee in the near future. A question was brought up Dr. Neis as to whether all fume hoods fall under the Bio-Safety protocol and do all people using the fume hoods require a Bio-Safety certificate. Ms. Miller informed the committee that the fume hood issue in Room SN-1069 resulted in a new lab for the ASM due to the fact that the ventilation was connected to another lab and also the outside ventilation factored into the problem.

4. New Business

i) SN-4036 Issues and Routine H & S Inspections – Ms. Miller; Dr. Gendron and Mr. McKinnon completed separate inspections. A letter was sent to the ASM giving them a deadline and than an extension to the time limit to clean their office due to ASM’s busy work schedule. Suggestions were given to help the ASM make the office habitable. Ms. Miller and Dr. Gendron will inspect the office on the extension date of May 3 and see where the ASM is in the clean up process and if possible a further extension will be given.

ii) JOHSC Management Membership – Ms. Mulcahy has joined the committee. Mr. McKinnon indicated that the Vice-President (Academic) may be able to suggest someone else to join the committee.

iii) New OHS Safety Officer – Is Ms. Susan Knight she will have some sessions to introduce herself and her role in the Department of Health & Safety (i.e. awareness, training and developing an asbestos plan). She will also be able to do on-site testing.

iv) Asbestos Results, Various Buildings – Ms. Miller updated the committee her department will have an information database regarding asbestos online to let people know where and what buildings have asbestos. Anyone with concerns should address them with Ms. Knight, who is able to take test samples (i.e. walls, ceiling, piping, insulation, flooring, joint compounds, etc.)

5. Other Business

Mr. McKinnon brought up that Ms. Barbara Battcock from the Department of Health and Safety dropped by and did an OHS committee procedure audit, she suggested that the committee revisit its Terms of Reference and see if any revisions were warranted and to have the current committee members approve it

Adjournment

Meeting adjourned at 3:35 p.m.