MINUTES OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE (JOHSC) MEETING

Thursday, October 12, 2006

12:00 p.m.
Inco Innovation Centre, Room IIC-1034

MINUTES


Apologies: Robert Davis

1. The agenda was approved as submitted.

2. Update on “For Action” Items from July 11, 2006 Meeting

   a) Finalization of draft Terms of Reference: H. Volkoff made all the necessary revisions, and sent the draft to the Committee prior to the meeting. A motion was made to adopt the draft Terms of Reference as presented. Motion accepted.

   b) H. Volkoff to contact head of Chemistry Safety Committee regarding participation in safety inspection: H. Volkoff has emailed David Stirling, Head of the Chemistry Department Safety Committee, and requested that representatives of the JOHSC be able to participate in their next safety inspection. She will let the Committee know once she has received a reply from Mr. Stirling.

   c) Update on letters to administrative heads regarding Occupational Health and Safety activities/responses to letters: Letters were sent to six administrative heads in May, with only two responses received. A follow-up letter will be sent to those who did not respond. Letters highlighting the legislative role of the JOHSC, will be drafted and sent to the remaining administrative heads.

   d) G. French to consult with Craig Boyd, Manager of Safety and Environmental Services, Facilities Management regarding who should be consulted when setting up a JOHSC webpage or website: G. French did not speak with Mr. Boyd, however, the minutes from the JOHSC meetings will now be posted on the Memorial University of Newfoundland Faculty Association (MUNFA) webpage http://www.mun.ca/munfa/johscmin.htm and also on the Memorial University of Newfoundland Faculty Relations webpage http://www.mun.ca/facultyrelations
3. Resource Guides Received from Workplace Health Safety & Compensation Commission

The following resource guides which were received from the Workplace Health Safety and Compensation Commission were circulated, and the Committee was advised that they were available at the Office of Faculty Relations:

i) “Introduction to an Occupational Health and Safety Program” (May 2006)
ii) “Accident/Incident Investigations” (May 2006)
iii) “Workplace Inspections” (May 2006)

4. New Business

i) Committee member Dr. Robert Davis advised the co-chairs that he would be resigning his position as MUN representative on the JOHSC. G. French informed the Committee that Dr. Sandra LeFort, Director of the School of Nursing, has been approached and is considering joining the Committee. The Committee expressed their thanks and appreciation to R. Davis for his participation as a Committee member.

ii) Craig Boyd, has indicated that he would like to attend the next meeting of the JOHSC. He will be invited to the next meeting.

iii) H. Volkoff frequently receives emails from the Canadian Association of University Teachers (CAUT) regarding safety issues. She has not been forwarding them to the Committee but offered to do so if anyone would like to read them. The information that H. Volkoff receives is only sent electronically, and is not available in the CAUT journal or bulletin. R. Gendron asked to see anything they send that is related to medical issues.

A discussion took place around the issue of the high volume of e-mail spam that is received. There could be a health and safety issue related to this e.g. ocular fatigue.

N. Bishop thanked H. Volkoff for receiving and assessing the messages from CAUT.

5. Next Meeting

The next meeting of the Joint Occupational Health and Safety Committee will take place in January 2007, specific date to be determined.

Summary – Items for Action

1. H. Volkoff will speak with David Stirling, Chemistry regarding participating in a Safety Inspection in that department. She will inform the Committee once this is arranged.
2. Follow-up letters regarding Occupational Health and Safety activities will be drafted by the two co-chairs and sent to those administrative heads who have not yet responded to the initial letter sent in May 2006. Letters highlighting the legislative role of the JOHSC, will be drafted and sent to the remaining administrative heads.

3. H. Volkoff will filter the e-mail messages she receives from CAUT, and will send any that have information around medical issues to R. Gendron.

4. Craig Boyd will be invited to the next meeting of the JOHSC.