Present: Mr. Ian McKinnon, MUN Representative and Co-Chair; Dr. Mark Abrahams, MUN Representative; Ms. Tracey Pittman, MUN Representative; Dr. Stephan Curtis, MUNFA Representative and Co-Chair; Dr. Alan Hall, MUNFA Representative; Ms. Barbara Battcock, Associate Director, Environmental Health and Safety

Regrets: Ms. Stacey Penney, MUNFA Representative

Minutes taken by: R. Kelly

1. The Agenda – Dr. Curtis asked to have one more item placed on the agenda under new business “Money spent on the Clock Tower”. Mr. McKinnon motioned for the agenda approval; Dr. Curtis seconded the motion.

2. The minutes from the December 1, 2015 meeting were reviewed; Mr. McKinnon moved for approval and Dr. Curtis seconded the motion.

3. Safety Talk – Heating Safety: A reminder to everybody before turning on your electric heaters it is best to vacuum the dust that has accumulated over the summer months and as a rule of thumb to have a 3 foot clearance around heaters to avoid a fire hazard.

4. Update on items “for Action” from December 1, 2015 meeting:
   a) Tier I & III Committee Updates – Mr. McKinnon gave an update from the September Tier I meeting that the Water Committee have established Terms of Reference and sampling protocols. Also, water samplings will be completed annually at non-filtered stations.

   Tier III – Ms. Battcock updated the committee that the 26 building base committees are more active and each committee have an Environmental Health
(EH) advisor to help understand what is a workplace issue and safety issue. Discussion was had about the sharing of information and how it is filtered up to the Tier I committee.

b) Incident Management System (MIMS) – Ms. Battcock gave an update and indicated that incidents reported have increased by 40% in 2016 over 2015 because more people are aware. Ms. Battcock informed that the stats are completed each month and distributed to the building base committees; she will add MUNFA to this distribution list. Discussion was had re the reporting of incidents of violence. Ms. Battcock will bring back to Ms. Karen Alexander, Associate Director, Emergency Management, to see if a report can be generated on these types of incidents.

c) Drinking Water Issues – Discussed in the Tier I update Item 4 (a).

d) Update on the Proposed Demolition of the Pedway from the Chemistry to Earth Sciences Buildings – the timelines for the demolition are unknown.

e) Two complaints from ASMs re 1 thermostat that controls more than 1 office and when windows are open, second hand smoke enters the offices – Discussion was had about the “No Smoking Policy” there have been additional complaints in regards to smoking under open windows and on how to enforce it. Ms. Battcock indicated that these complaints should be reported on MIMS. Dr. Curtis asked Ms. Battcock if the manager of CEP could come to the next meeting and if stats could be provided on smoking incidents.

f) Uncovered holes in walls with plaster containing asbestos (near Registrar’s Office and washroom A-4022) – Discussion was had regarding this ongoing issue, the department of EHS are working with the department of Facilities Management to resolve the different complaints. It was determined once a hazard is identified and the section is covered with plastic and tape, than it is not considered a safety issue.

5. New Business

i) Decisions to cover more walls in the Arts building with plastic and tape rather than repair them properly - Discussed in Item 4 (f).

ii) The Shortage of sources of drinking water in the School of Pharmacy – There was discussion about this issue, Memorial doesn’t have jurisdiction over the Health
Sciences Building. Memorial and Eastern Health do have a Shared Services agreement. This issue would have to be brought to the Eastern Health OHS committee to do sampling and share the results with Memorial. Follow up is required.

iii) MUN’s non-smoking policy – Discussed in Item 4 (e).

iv) Money spent on the Clock Tower – Discussion was had regarding the refurbishing of the clock tower.

6. Other Business

7. Next Meeting Schedule a meeting for December or early January 2017

Ian McKinnon
MUN Representative Co-Chair

Stephan Curtis
MUNFA Representative Co-Chair