

**University OHS Committee Draft Minutes
December 14, 2012
EDU3005**

Attending:

George Jenner (Chair)
Rick Meaney
Sheila Miller
Paula Dyke
Kendra Whelan
Ian McKinnon
Kiran Sagar Unikela
David Sturge (Grenfell)
Frank Wall
Norman Lee

Regrets:

Shannon O’Dea-Dawson
Frank Downey
Javis Hulan (Grenfell)
Bruce Bryne (Grenfell)
Tom MacLaggan
Craig Cramm
Kent Decker
Don McKay
Mike Fowler
Andy Fisher
Mike Murphy

Recording Secretary – Debbie Seymour

Item	For Action By:
<p>Welcome George welcomed everyone to the meeting.</p> <p>Approval of Minutes from previous meeting Minutes approved.</p> <p>Update Trips & Falls (Carolyn Duncan) Sheila introduced Carolyn Duncan who gave a presentation on her project - Slips/Trips/Falls. Carolyn is currently working on a report to take to management. Hot spots will be identified. She will do a risk assessment after the next snowfall.</p> <p>Grenfell has already completed a risk assessment and David will forward results to Carolyn to help with her report.</p> <p>Training by unit will begin in January. There is a need to focus on international students who are not equipped for Newfoundland weather.</p> <p>Update on items “for action” from previous meeting Sheila reported that the Policy Development report is now in Legal Council Office. Minor changes are required. It will be brought to the V-P (Council) meeting in January for approval and then to the Board of Regents in February for their approval.</p> <p>Kendra reported that the Biosafety and Radiation Committees have been informed that their minutes have to be sent to the UHS Committee.</p> <p>Dr. McKay indicated that CEP can be reached by dialing 4100 from any pay phone in the HSC. There is no charge for these calls. Pay phones in the Faculty of Medicine are labeled to highlight this feature and Dr. McKay would like the label applied to all</p>	<p></p> <p>Carolyn Duncan</p> <p>Sheila Miller</p> <p>Dr. McKay</p>

<p>pay phones in the HSC. Dr. McKay to follow-up with Fred Rideout.</p> <p>Dr. McKay will check on an FM representative for the Radiation Committee</p> <p>We will discuss the first article for the Communicator with Shannon O’Dea Dawson. Dr. McKay would like to see an article on the new Health & Safety database. Info on stats for slips and falls will also be put in the Communicator</p> <p>Fire and Emergency Evacuation Plans are ongoing. Leads have been identified. Warden training done. Evacuation routes are being posted in classrooms. Fire drills will continue over the winter. Evacuation routes will be updated to identify assembly points.</p> <p>At the last meeting Dr. McKay wanted to see route maps posted in the HSC. Kendra reported that MUN will be using Eastern Health’s plan and adjusting it for our side of the building.</p> <p>Pat St. Croix will be invited to present status of Fire & Emergency planning for next meeting.</p> <p>Kiren suggested that WHMIS and Safety Courses need to be done when new students arrive and also a year later when they are more familiar with MUN.</p> <p>Dr. Lee questioned the protocol for an active shooter which is different than fire procedures. Sheila reported that emergency messaging is being worked on now. Grenfell’s is completed and we will follow the same procedure. Paula will contact Karen Alexander and request status of communication plan for “Lock down”.</p> <p>Improved information on gathering safety statistics on students is needed. A subcommittee will be formed that will include one student, Kendra, Jay and George.</p> <p>In the last meeting Dr. Lee highlighted the need to screen foreign students for TB. He discussed this issue with Dr. David Allison of Eastern Health who thought it was not a problem. Dr. Lee disagreed and will continue to check this out further. Dr. McKay reported that Canadian medical schools are looking at a standard list of tests for students and that this may be a template that we can use. He will keep us informed of the progress.</p> <p>Safety Metrics</p> <p>OHS Committee Restructuring There are still only 10 out of 30 functioning workplace committees who are meeting quarterly requirements. Building and union committees are still operational. Sheila reported difficulty in getting management representation. She is trying to get a list of managers from Human Resources. Sheila is working on a more targeted campaign to get committee members. She will report at the next meeting in February. Kendra will circulate report of current committee status</p>	<p>Dr. McKay</p> <p>Sheila Miller</p> <p>Safety Office</p> <p>Rick Meaney</p> <p>Paula Dyke</p> <p>Dr. Lee</p> <p>Sheila Miller/ Kendra Whalen</p>
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<p>At the last meeting Mr. Decker felt that there was not enough communication in the University on committees. Employees need to know these committees are here to help. Sheila, Rick and George will meet to discuss how to get the information out to the university community and review options to advance this initiative.</p>	<p>Sheila Miller/Rick Meaney/George Jenner</p>
<p>New Business</p>	
<p>Student Issues/Accident Reporting</p>	
<p>Crosswalk safety and lighting was discussed on Westerland Road. CEP is working with the city. Sheila will follow up with RNC and report back to the committee at the next meeting.</p>	<p>Sheila Miller</p>
<p>First Aid Rooms – Response from Government Services</p>	
<p>We have received an exemption from first aid room requirements from Government Services. There is still a requirement for building responders which will be Health & Safety's focus for next year.</p>	
<p>Queens College</p>	
<p>Ian reported that Queen's College renovations are continuing and should finish by the end of February. Some staff members have moved back in. Kendra reported test results are good. They are posted on FM website. Bi-weekly update meetings are being held by Faculty of Arts.</p>	
<p>Asbestos Survey</p>	
<p>Project is completed and Tina is reviewing reports. Results will be on website in early January. Air quality is mostly complete.</p>	<p>Safety Office</p>
<p>Grenfell does annual Asbestos testing. David will send results to Sheila for posting</p>	<p>David Sturge</p>
<p>Recommendations to UHSC from TAUMUN</p>	
<p>Rick asked that Kiran review the list of TAUMUN recommendations. Plans are in place for many items.</p>	
<p>Items for Tracking</p>	
<p>Rick had requested a copy of the Off-Campus Activity Policy from Dave Head. He was informed that it was not ready for distribution but will be forwarded when the policy is ready for consultation.</p>	
<p>Sheila is defining expectations for funding safety related expenditures and will send to V-P Council for approval. She will distribute a copy to the committee first. Kent would like to see money set aside to use when needed.</p>	
<p>Closing and Next Meeting</p>	
<p>The next meeting will be held mid February.</p>	