

Occupational Health and Safety Committee Meeting – November 5th, 2014

In attendance: Mary Beth Waldram (Co-Chair for staff), Spencer Crewe (MMaP),
Audrey O'Neill (Secretary), Lisa McDonald (Co-Chair for management)

Minutes

1. Welcome

Melissa Bursey (Environmental Health and Safety)

Melissa stated that they have a presentation in the works and that she will be here to present at our next meeting which is scheduled for February 4th, 2015.

2. Review (Business Arising) of Minutes of November 28th, 2012.

- Status of Outstanding Action items
 - i. The emergency evacuation plan diagrams are still missing from outside PC Hall and backstage Cook Hall. MB has followed up with FACMAN Action: FACMAN will be replacing all of the signs this year. No official date as of yet.

Review (Business Arising) of Minutes of October 2nd, 2013.

- Status of Outstanding Action items
 - Pat St. Croix conducted a life-safety inspection of the School on April 9th. We were instructed to undertake several actions as a result of his inspection:
 - i. Remove/replace extension cords in faculty offices (these have been identified for replacement) Action: To asses in the next inspection in December.
 - ii. Remove boxes from on top of filing cabinets in the filing room. Action: Audrey to check with Ellen and Lisa re Files.

3. Review of Inspections

- Inspections were completed in August. Mary Beth, Concert and Facilities coordinator stated that she does a walk through the School of Music building weekly, as well as the Janitor keeping an eye out to the building and facilities.
- Major issues are:
 - i. Leak in ceiling above Cook Hall (outside MEARL).
 - ii. Leak over main stairwell (the leak is not directly over the stairs but falls just near staircase, onto the floor below).
 - iii. There are two leaks in the Music Resource Centre
 - iv. Lisa mentioned that she has been in touch with FACMAN on a regular basis on all said leaks. The leaks are also where there are mechanical units. The last rainfall, there were no signs of water except for the leak over the stairs.

4. Review (Business Arising) of Minutes of August 14, 2014

- There is significant clutter in the D.F. Cook Coat Check room. This is due to Opera Workshop materials. It is a hazard as it is very easy for students to trip when working. Action: Ongoing work in this area_ Box office has been cleaned up. Dr. Schiller is in the process of asking other theatres if they want to take the larger props. Mary Beth will check with Dr. Schiller before next meeting for update.
- New shelving or alternate solution needed in the Performance Library as stacking of music completely unsecured and a hazard Action: LM and Mary Beth to discuss possible options with Sheilah.
- Project Coordinator office at MMaP office in ACC building – leak in the nook of this office space. Initially small bits of plaster falling but a major leak occurred weekend past and there is water on the floor, chunks of plaster falling. Building manager has been down to look at but action isn't speedy. This has potential for major hazard. SC has pictures. (SC noted that it is still an issue and he has recently brought it to the attention again to the building manager - ongoing)
- Scaffolding housed in Suncor backstage MU1050. This is not an ideal location. Carpentry is supposed to put straps in place to secure. Action: Mary Beth said that it has been cleaned up. Straps haven't been put in place yet, however, FacMan are going to build something to secure the scaffolding to the wall. MB to follow up.
- Display of Minutes Action: It was suggested that OH&S meeting minutes should be displayed near the general office and Audrey will be taking care of this.

5. Ad Hoc Requests for OHS Committee Intervention

- LM stated that Sheilah from MRC came to her on October 27th alerting her that she would like to have air quality testing done in the Music Resource Library because of the many leaks and the staff having increased allergy symptoms. Melissa said that her office would be in charge of the monitoring and that there would be no cost associated. Action: MB to email Melissa regarding request for air quality monitoring in the MRC.

6. Business Arising (New business)

- Suncor washrooms had some plumbing issues with clogging of toilets. Mary Beth contacted FacMan on this and they are sending a plumber in to have a look at.
- School of Music bathrooms –It was recognized that the washrooms on the main floor of the school MU-1040 was presenting a hazard. This was caused by an external client. The external client (Shallaway) was called and alerted to the problem. Mary Beth contacted Shallaway regarding the issue and they will mention to all staff and students to make sure bathrooms are kept tidy.
- Clock was hanging off the wall in the hallway (2nd floor). FACMAN came and addressed the problem.
- It was discussed that the building is not locked. Action: MB will follow up with Jeff Fifield regarding the history of the building and possibly having the building locked at midnight.

- SC mentioned that the coffeemaker was left on overnight at the MMaP on a couple of occasions. Spencer sent a memo out to the students about this concern and asked that the pots be turned off before the last person leaves.
- Melissa mentioned that it would be a good idea if the Minutes to our meetings were also emailed to her along with any previous minutes. She mentioned that it would be good practice to also have them posted online.

Meeting adjourned at 10:15