

Occupational Health and Safety Committee Meeting – February 4th, 2015

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) had intended to attend the meeting but we received no word on this. There could quite possibly have been a communication breakdown and we were supposed to send a reminder.

Action: Get in touch with Melissa and let her know when the next OH&S meeting will be held so that she can do the presentation at that time. Next meeting scheduled for May 6, 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. FACMAN will be replacing all of the signs this year. No official date as of yet. MB to follow up.

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, 2013. 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: Lisa to address Feb 16-18th midterm break.
NOTE* this happened under different leadership and committee. Need to re-evaluate.
 - ii. Remove boxes from on top of filing cabinets in the filing room. Files exist in filing room (first floor). We need to do purge and shred due to confidentiality and privacy reasons. Action: Find out how many years worth of files do we keep. Lisa suggested June – July as a good time to take on this project.

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

- 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. **STILL OUTSTANDING**
- 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) **STILL 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. **Update:** Still no word MB to follow up.

5. Review (Business Arising) of Minutes of February 4, 2015

- 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. **Update:** Building is locked and always has been from 12 am - 6 am (automatic lock)
- 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. **Update:** sign has been posted – general usage has improved.
- 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. **Update:** minutes have been posted by the main office as well being emailed to Melissa.

6. 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. **Update:** Melissa and representative from Health and Safety visited the SOM to assess room conditions and determine viability of doing testing. MRC staff were asked to remove plants and moldy files were asked to be replaced. Plants have been removed.

7. Business Arising (New business)

- December inspections were postponed to Feb. 16 – 18. **ACTION:** MB to circulate inspection schedule.
- Air quality testing – Christine Carter's office, she has been having flu like symptoms. Air quality did visit to her office. Facman did check ventilation first before air quality was completed.
- Discussion around room down in practice room area. Space, storage?

Meeting adjourned at 10:15