

Occupational Health and Safety Committee Meeting – May 6th, 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

Darryl Gosse, Health and Safety Advisor (Environmental Health and Safety), attended the meeting and was there to answer questions if we had any.

2015-16 Meeting schedule and Inspection schedule to be circulated by Co-chair, Mary Beth Waldram in the coming weeks.

2. Environmental Health and Safety Presentation deferred to next meeting. Melissa Bursey to attend this meeting.

3. 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. **Update: Signs are printed, Mary Beth said that Melissa was checking with work control regarding installation. Action: Mary Beth to follow up with Melissa.**

Review (Business Arising) of Minutes of:

- October 2nd, 2013

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) NOTE* this happened under different leadership and committee. Need to re-evaluate. **Update: Darryl suggested that we get in touch with Pat St. Croix to find out what rooms were identified. Also, he notified us that we are not allowed to use extension cords as a permanent source of power. Therefore, we should look into replacing with power bars.**
 - 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. Find out how many years worth of files do we keep. Lisa suggested June – July as a good time to take on this project. **Ongoing.**
- 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. Update: plaster was removed but no major fix yet. **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: strapping wasn't done but we are happy with how it has been kept tidied.**

4. Review of February 17th, 2015 Inspections

- Inspections were completed in February by Spencer Crewe and Mary Beth Waldram. 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. MU 2025 – Speaker stands need reflective tape put on the sides so people do not knock their heads on it.
 - ii. MU 2017 – reflective tape needed for one speaker holder
 - iii. MU 1001 – carpet starting to come up, tripping hazard
 - iv. MU 1032 – few lights out in room, hydraulic fluid coming out of door
 - v. MU 1034 – shell pieces on stage are falling apart and are not stable
 - vi. Also, there were a few lights out around the building in general**Action: Mary Beth to do work orders for the above mentioned items through Facman, as well as obtain a quote for the repair of the shell.**

5. Ad Hoc Requests for OHS Committee Intervention

- 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. **Action: Darryl will check on status.**

6. Ad Hoc Requests for OHS Committee Intervention – Nothing new to report

7. Business Arising (May 6th)

Darryl mentioned that it would be a good idea if the Minutes to our meetings continue to be emailed to Melissa at least for the 2015/16 year. He asked about the WHSCC forms and Mary Beth stated that she is the individual responsible for completing and forwarding those forms. He

also suggested that Melissa or another EHS representative could be present to attend/participate in any inspections if we would like.

Meeting adjourned at 9:45