

Occupational Health and Safety Committee Meeting – August 19th, 2015

In attendance: Mary Beth Waldram (Co-Chair for staff), Spencer Crewe (MMaP), Audrey O'Neill (Secretary), Lisa McDonald (Co-Chair for management) Melissa Bursey and Mark Bailey (Health and Safety)

Minutes

1. Welcome

Mark Bailey, Health and Safety Advisor (Environmental Health and Safety), attended the meeting. He did a presentation on MIMS – Memorial Incident Management System and was there to provide us with information on the Potable Water Emergency. He was also there to provide answers to any questions we had.

Mark stated that he would send through email the Safety Culture Report so that we could discuss further next meeting. Environmental Health and Safety Presentation deferred to next meeting. Melissa Bursey to attend this meeting.

Mark stated that the OHS committee referred to as the building committee was now going to change and be called workplace committee. Mark presented our committee audit report and we placed at 77% which is higher than average.

Lisa suggested that there should be a faculty representative on the OHS Committee and Mark agreed. Mark also suggested that we ensure that students, faculty, and staff should be made aware that the committee exists as well as where to report any incidents.

2015-16 Meeting schedule and Inspection schedule was circulated by Co-chair, Mary Beth Waldram. **Update: November 11th meeting changed to November 18th due to University closure**

We adjourned our meeting at 10:30 to reconvene again at 1:00 pm. Spencer Crewe and Mary Beth were to do an inspection and be able to report on that inspection at that time and Melissa would be attending the meeting at 1:00 pm.

Welcome

Melissa Bursey, Health and Safety Advisor (Environmental Health and Safety), attended the meeting. She was there to provide answers to any questions we had.

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. **Update: Melissa received email in June stating signs were to be printed on special paper. Action: Melissa to follow up with Mary Beth.**

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: Melissa to locate report from Pat St. Croix and/or department and send to Mary Beth. Mary Beth to determine if still valid.**
 - ii. Remove boxes from on top of filing cabinets in the filing room. Files exist in filing room (first floor), Lisa also stated that is room is a locked storage room where there is very little access. **Update: Audrey identified what was contained in boxes and cabinets in room. Privacy office suggested we get rid of any inactive files and clear room of files not needed. Ongoing.**
- 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: Mary Beth to set up meeting with Becky and Lisa will attend.**

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, building manager notified no change since May**

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: Mary Beth has noticed improvement – very tidy. Action: Mary Beth to remind FacMan and put work order in for strapping.**

3. 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 taken care of except:
 - i. MU 1034 – shell pieces on stage are falling apart and are not stable
Action: Mary Beth put work order in for estimate. Was determined not a priority at this time. Shell put in safe location and not needed at this time. To be re-evaluated at a later time.

4. August 19th, 2015 Inspections

- Inspections were completed today by Spencer Crewe and Mary Beth Waldram. The inspection covered hallways, main office areas, video conference room, communal areas, lobbies, stairwells and main public areas. MMap was not inspected.
- Major issues are:
 1. The exit sign outside of MU-1037 is missing on one side.
 2. The exit sign in the MU-2000 office (by the back door) is not lit up. Light must be burnt out.
 3. The “Please watch your step” sign has been torn off the wall outside the side entrance of MU-1045. Needs to be replaced. There is one on the opposite side but is not visible from one direction.
 4. The wheelchair button for opening the front door by MU-1050 is not working properly. It will not open on its own you need to push the door open for it to stay open. The inside door button works fine, it is the door to the outside that is not functioning properly.

Mary Beth sent in work orders for these issues however she rated #4 issue as high priority however the work status came back as routine and not high priority. **Action: Melissa to get work order number from Mary Beth and follow up to prioritize request.**

MMap was not inspected today. However, Spencer did report that the lights need to be replaced in the library area, he also mentioned that he didn't know if something else was amiss as all lights needed replacement at the same time.

Spencer also mentioned about the plaster that was in his area and if there was an asbestos testing done in Arts and Culture Centre building.

Action: Spencer to contact ACC and find out if there was and if so to obtain report.

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. Update: Beth from EHS did testing during summer, air was fine, no concerns at this time, Beth will return in the Fall, during semester to re-test as this is a better time when people are in their offices. Action: Melissa to remind Beth.

6. Ad Hoc Requests for OHS Committee Intervention – NEW

- Lisa mentioned about the extreme temperature changes that make for an uncomfortable workspace in Lisa's and Dean's office

7. Business Arising (May 6th)

- Lisa mentioned about the work that was being completed by FacMan in our entrance way near rose garden. Floor was torn up and left unattended. There was two issues with this. There was no communication from the workers of what was being done and how long the entrance way would be under construction. Also, it was deemed a tripping hazard and we called CEP to come lock the door and put up signs for people to use an alternate entrance. Mark mentioned that this would be a good item to have submitted through MIMS where it could be followed up on and tracked, he encouraged this for future incidents.

Meeting adjourned at 1:30