

Occupational Health and Safety Committee Meeting – November 18th, 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 (Health and Safety)

Minutes

1. Welcome

Melissa Bursey, Health and Safety, attended the meeting. She will have a presentation on the safety culture report later in the meeting as well as to provide answers to any questions we had.

2. Review (Business Arising) of Minutes of August 19, 2015

- All major issues have been taken care of replaced/fixed and completed.
- 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. **Update: Spencer stated that all lights have been replaced, he would confirm this later today.**
- 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: Ongoing Spencer waiting to hear back.**

Review of February 17th, 2015 Inspections

- Major issues taken care of except:
 - i. MU 1034 – shell pieces on stage are falling apart and are not stable
Action: Mary Beth stated that the two pieces of shell that were in question are no longer being used, they have been removed and stored. Completed.
- 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 and Lisa met with Becky and it was determined that the shelving was stable, didn't pose a hazard because the room was not used and therefore posed a low risk. Completed.**

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. **Update: STILL ONGOING, Spencer states that there was a recent leak just this past Monday and that public works have been notified and he anticipates it being fixed soon.**

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: Ongoing: Mary Beth to follow up.**

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 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: Ongoing.**

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: new diagrams have been installed. Completed.**

3. Environmental Health and Safety

Melissa gave presentation on the safety culture report which included some fifty questions that were asked to people who were interviewed throughout the many campuses. Mary Beth and Jason participated in the interview process.

Lisa stated that she will draft an email to communicate out to faculty that the OH&S committee exists, who is on the committee and where they can report any incidents. She will at that time ask if anyone is interested in joining the committee as a faculty representative.

MIMS training info – Melissa suggested dates in December for committees to get together for training with Holly Tobin, dates included Dec 1,4,8,and 15th. Melissa will finalize a date once she hears back from everyone.

4. Inspections

Mary Beth notified us that the next inspection is scheduled for December 16th, 2015, next meeting is scheduled for February 10th, 2016.

5. Review (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: Ongoing Mary Beth going to send email to follow up.**
- Lisa mentioned about the extreme temperature changes that make for an uncomfortable workspace in Lisa’s and Dean’s office **Update: Lisa stated that after many visits from Facman and Honeywell, the temperature issue has been resolved for the moment.**

Ad Hoc Requests for OHS Committee Intervention – NEW

- Lisa mentioned that the climate control was a real issue this year. The change in temperatures in the building is affecting the instruments and becoming a financial issue due to having to tune the instruments more often. Melissa suggested that Lisa email Darryl Miles regarding this.

6. Business Arising

Mary Beth announced that Audrey had completed Standard First Aid with AED (Automatic External Defibrillator) training with Canadian Red Cross in October.

Lisa mentioned that Mary Beth participated in the Safety Summit and that Lisa and Audrey are scheduled to attend on November 27, 2015.

Lisa mentioned that all lights have been installed in the choral and instrumental rooms.

Remove/replace extension cords in faculty offices. During the next inspection Mary Beth will look into this and report back.

Meeting adjourned at 10:15