

## Occupational Health and Safety Committee Meeting – February 17th, 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), Rob Power, Jakub Martinec

### Minutes

#### 1. Welcome

Lisa welcomes Rob Power and Jakub Martinec, new committee members, faculty representatives. Lisa gives general overview of OH&S.

#### 2. Environmental Health and Safety

Melissa notified that training will be offered on March 8<sup>th</sup> and 9<sup>th</sup> for new OHS members, Rob Power is registered for this upcoming session.

Lisa gave an overview of MIMS for the benefit of the new members. Melissa communicated MIMS stats to the committee. Lisa suggested that any incidents should be communicated to Mary Beth and she will do the reporting.

A Safety Moment was held regarding Winter Driver Safety. Lisa mentioned that Audrey was sending out Safety Moments on a weekly basis.

Melissa gave an audit report. It was communicated that we went from 70 – 92 in our rating. Some of the areas that we need to work on was in regards to Terms of Reference. **Action: Lisa will follow up.** Also, the form used for inspections was not the correct report form. **Action: Melissa will send the correct form to Mary Beth.**

MIMS training info – Lisa, Mary Beth and M. Volk attended training in December.

Lisa inquired when the next life safety inspection would be scheduled. **Action: Melissa to follow up**

#### 3. Review (Business Arising) of Minutes of November 18, 2015

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.**

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

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**

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

Pat St. Croix conducted a life-safety inspection of the School on April 9<sup>th</sup>, 2013. We were instructed to undertake several actions as a result of his inspection:

1. 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 reported that items have been identified and that a purge of these items are set for a spring clean. **Ongoing**

6. Inspections

Inspections were held in December by Mary Beth, Audrey O'Neill and Rob Power. The inspection included main hallways, public areas, suncor, classrooms. There were a few lights out and the instrumental room needed tidying. Mary Beth followed up on these items.

Mary Beth notified us that the next inspection is scheduled for April. Faculty offices will be included in the next inspection and Mary Beth will notify faculty ahead of time. Lisa asked for the inspection schedule to be re-circulated to the committee. **Action: Mary Beth to follow up.**

7. Review (Ad Hoc Requests) for OHS Committee Intervention

- Air quality testing – Christine Carter's office. Christine has since moved to another office and has complained about air quality in new office. Carpets had been cleaned which contributed to the bad air in the office. She aired out room as much as possible by leaving door open and requested a humidifier. Once the carpets dried, the smell dissipated. Beth Campbell has communicated mainly with Christine. **Action: Mary Beth to follow up and get update from Beth.**
- 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. **Update: Lisa and M. Volk met with Darryl Miles early January. Lisa to follow up.**

8. Ad Hoc Requests for OHS Committee Intervention – NEW

Audrey mentioned that a faculty member brought to her attention about the unwelcome scents that were in the building in mid January and how staff and faculty were experiencing ill effects. She inquired whether or not the cleaning products were the culprit. Audrey asked about the campus being scent free. Melissa stated that “scent free” is basically an awareness campaign and not a policy of Memorial. **Action: Melissa to follow up.**

Mary Beth mentioned that there have been leaks in the MRC (Music Resource Centre) on a regular basis and that Becky has been documenting the leaks through contacting Facman and she is cc’ing Mary Beth. **Ongoing.**

#### 9. Business Arising

Lisa sent out an email to students regarding some housekeeping issues. She stated that this should be circulated at the beginning of Fall and Winter semesters as a reminder.

Rich was in on the weekend and emailed Mary Beth with concern that there was a coffee machine set up in the hallway down by Suncor. Update: Mary Beth followed up

Mary Beth stated that there was a mirror that broke in MU2003, on further inspection it wasn’t attached to the wall properly. Facman were called and was able to remove the hazard. The mirror will be replaced and Facman will be called to secure it to wall.

Rob mentioned that the door leading to the instrumental room can’t open all the way due to scaffolding and is a problem when trying to move the bigger instruments. **Action: Mary Beth to follow up.**

Lisa will distribute information re AED (Automatic External Defibrillator) to faculty and staff.

Meeting adjourned at 10:10