

## Occupational Health and Safety Committee Meeting – May 17th, 2016

In attendance: Mary Beth Waldram (Co-Chair for staff), Spencer Crewe (MMaP),  
Audrey O'Neill (Secretary), Alvin Kenny (Interim, Co-Chair for management)  
Kendra Whelan (OHS Rep), Rob Power

### Minutes

1. Welcome  
Mary Beth welcomes Kendra Whelan, new OHS Rep. Introductions were made.
2. Kendra proceeds with a safety moment – Hunt for Hazards.
3. Adoption of Agenda – a new agenda was presented. Motion to adopt the new agenda, Rob Power, second Spencer Crewe.
4. Adoption of Minutes & Business Arising – Mary Beth presented minutes from February 17<sup>th</sup>. There was a motion to approve the minutes, Rob Power and second, Spencer Crewe.

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.**

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**

## 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:

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. **Action: Audrey stated that this will start next week.**

## Review (Ad Hoc Requests) for OHS Committee Intervention

- 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. **Action: Alvin 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. Darryl Miles has been contacted. Kendra to follow up.**

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.**

5. Statistics Report – Kendra presented a statistics report which covered an incident review. Some discussion and collaboration of the incidents resulted in removal of those incidents. Also Kendra advised that she will look into revising the report to no longer reflect incidents not pertaining to the building. There were a couple of non-compliance incidents that **Kendra and Mary Beth will follow up.**
6. Education Component – Kendra mentioned that there is a video for active intruder that can be located on mymun. Kendra suggested that if we wanted to sign up for a demonstration or to send out a link. **Audrey to follow up.**

Rob Power notified that his training with OHS is complete.

7. New Tasks – Inspections, Audits, ie.

Inspections will be held today directly after the meeting. Mary Beth, Audrey O'Neill were assigned to second floor. Alvin Kenny, Rob Power, and Kendra were assigned the first floor. Spencer Crewe was assigned MMap.

Mary Beth circulated a proposed meeting and inspection schedule for 2016-2017 to the committee.

8. New Business

Audrey mentioned that the paint fumes were causing ill effects. Kendra suggested that an e-alert should be sent regarding this. **Audrey to follow up.**

Spencer stated that the entire light fixture was replaced in MMap

Mary Beth noticed that there was fluorescent light bulbs being left behind by Facman. **Mary Beth to follow up.**

Kendra mentioned that there is also a video link on the Health & Safety website re AED (Automatic External Defibrillator). **Action: Audrey to send link to faculty and staff.**

9. Date of Next Meeting

Wednesday, August 10, 2016

10. Adjournment

Meeting adjourned at 10:50