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Occupational Health & Safety Minutes Report Form (see instructions)

Date of Meeting (Y/M/D) _____ WorkplaceNL Firm Number _____ Site Number _____

PART I – Employer

Employer (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: _____	Co-chair: _____	_____	_____
Mailing address: _____	Members: _____	_____	_____
CITY _____ PROVINCE _____ POSTAL CODE _____	_____	_____	_____
Worksite street address: _____	_____	_____	_____
Total number of employees on site: _____	_____	_____	_____
Date of next meeting (Y/M/D): _____ / _____ / _____	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down date (Y/M/D): _____ / _____ / _____	Co-chair: _____	_____	_____
OH&S minutes contact:	Members: _____	_____	_____
Name: _____	_____	_____	_____
Telephone No.: _____	_____	_____	_____
Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files, and one to send to WorkplaceNL.	_____	_____	_____
	Guest(s) _____ _____		

Part II – OH&S Activity

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted _____	No. of safety hazards identified _____
No. of workplace complaints/concerns received _____	No. of health hazards identified _____
No. of incident reports reviewed _____	No. of outstanding items from last meeting _____
No. of right to refuse work situations _____	
Summary of Meeting on reverse ⑤ or Attached Document ⑤	

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature: _____

Worker Co-chair Signature: _____

Date: _____

Date: _____

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)



WHS Committee Meeting

Music Building, MU2034A

Friday, January 27, 2017

11:00 am

Minutes

In Attendance: Kendra Whelan (OHS Rep.); Alvin Kenny (Chair, Employer Representative); Spencer Crewe (MMaP – Chair (Acting), Worker Representative) Jakub Martinec (E), Rob Power (E), Denise Porter (W), Peter Stanbridge (W)

1. Welcome

Alvin welcomed everyone to the meeting.

2. Safety Moment

Kendra supplied the committee with a safety moment – Safe Winter Walking. Key points: wear proper footwear, plan ahead, walk consciously (even if that means doing the penguin shuffle), use your eyes and ears, avoid listening to music, avoid looking down, be conscious when entering buildings and crossing streets, take your time.

4. Adoption of Agenda

Alvin asked for a motion to adopt the meeting agenda. Moved by Spencer Crewe. Seconded by Rob Power.

5. Education Component

Kendra introduced Mr. Pat St. Croix from the Department of Environment, Health and Safety. Mr. St. Croix gave the committee a demonstration on the use of an AED. He also reminded the committee that it is responsible for the upkeep of the AED (visual inspection monthly – green check mark (✓) – OK; red X – PROBLEM; and Facilities Management is responsible for the technical upkeep/repairs. There is currently one AED in every building and student residence on the St. John's campus as well as at Grenfell Campus. AED locations are marked on the interactive Campus Map. The aim is to eventually have one on every floor campus-wide. He also advised the committee that if there is an emergency, we should call 911 as well as CEP at Ext. 4100. CEP will be a 2nd responder as well as the ambulance.

Jakub Martinec would like to see the AED demonstration delivered at a future faculty meeting. It was also suggested that the presentation should be delivered to student assistants as well as to staff at the next staff meeting. **FOLLOW-UP: Alvin to ask Maureen Houston to add this to next staff and faculty meeting agendas. Pete to schedule demonstration for student assistants.**

Pat St. Croix also mentioned that the School of Music does not currently have Fire Wardens. We need one building fire warden and one assistant fire warden as well as one floor and one assistant fire warden. He also mentioned that it would be a good idea to have a few faculty/staff/student assistants trained in emergency first aid who are available during office hours and outside of office hours when the building is occupied. **FOLLOW-UP: Alvin to send a memo/email to faculty/staff and/or student assistants to seek volunteers for fire warden persons to be trained in emergency first aid.**

6. Adoption of Minutes & Business Arising

Alvin presented the minutes from December 19, 2016. There were no errors or omissions. Peter Stanbridge moved to adopt the minutes and Jakub Martinec seconded motion.

Review (Business Arising) of minutes of December 16, 2016

Project Coordinator office at MMaP in ACC building – Spencer provided an update on the ongoing leaks/plaster work at MMaP. The issue is still ongoing and there has been more water seepage. Transportation and Works is still working on the issue. There is a new issue now with the lights in the gallery and the electrician is working on it. **UPDATE: STILL ONGOING. Anne Brown of Facilities Management is to look at leaks.**

Rob mentioned that the door leading to the instrumental room can't open all the way due to scaffolding and it is a problem when trying to move the bigger instruments. **UPDATE: Some things have been moved around and things flow much easier now. FOLLOW-UP: There are more plans in the works to organize/reorganize things in summer of 2017.**

Review (Ad Hoc Requests) for OHS Committee Intervention

Building climate control issue: **UPDATE: Alvin had a good meeting with Facilities Management. Three blowers which were not working in the floor of Suncor have now been fixed and air temperature(s) have improved/stabilized.**

Podium safety – Alvin informed the group that support rails would be installed on the School of Music podium as a safety precaution. **UPDATE: Alvin is working on this.**

It has been reported that the urinal and toilet are not working in male washroom.
UPDATE: Issue resolved.

7. Statistics Report

Kendra showed the committee a presentation on Health and Safety statistics.

8. New Tasks – Inspections, Audits, i.e.

A building inspection was carried out on Tuesday, January 24, 2017. Denise circulated a list of issues to the committee. **FOLLOW-UP: Denise to be set-up on MIMS and to enter incidents.**

Jakub noted that a table at the entrance to Suncor was in bad shape – legs are loose. **FOLLOW-UP: Pete to contact Facilities Management.**

10. New Business

No new business.

11. Date of Next Meeting

Kendra would like the next building inspection and committee meetings scheduled for the rest of the year: **FOLLOW-UP: Denise to send out Doodle Poll to set-up inspection and next committee meeting(s).**

12. Adjournment

Meeting was adjourned at 12:04 p.m.