



WHS Committee Meeting

School of Music, M.O. Morgan Building, Memorial University
MU2034A

Tuesday, May 2, 2017

2:00 p.m.

Minutes

In Attendance: Lisa McDonald (Co-Chair, Employer Representative); Peter Stanbridge (Co-Chair, Worker Representative); Spencer Crewe (W), Rob Power (E), Denise Porter (W); Kendra Whelan (WHS Rep.)

Apologies: Jakub Martinec (E)

1. Welcome

Lisa McDonald opened the meeting and welcomed all members. Lisa noted that this is her first meeting as Chair since February 2016.

2. Safety Moment

Spencer Crewe reminded everyone that they should be vigilant in their handwashing.

3. Adoption of Agenda

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

4. Adoption of Minutes & Business Arising

Lisa presented the minutes from January 27, 2017. There were no errors or omissions. Peter S. made a motion to adopt the minutes. Spencer C. seconded the motion.

Review (Business Arising) of minutes of January 27, 2017:

Leaks in Project Coordinator office at MMaP in ACC building and issue with the lights in the gallery. **UPDATE: STILL ONGOING. Kendra to follow-up with Facilities Management.**

Door and scaffolding in instrumental room. **UPDATE: RESOLVED.**

AED training demonstration to be arranged at the beginning of the fall semester 2017 for faculty, staff and student assistants. **ACTION: Lisa M. and P. Stanbridge to schedule.**

Lisa McDonald, Peter Stanbridge and senior student assistants are to receive First Aid training. Rob Power would also like to avail of the First Aid training.

ACTION: Lisa M. to schedule.

Kendra suggested that faculty, staff and student assistants should be informed that if there is an emergency they should always call Ext. 4100 as well as 911.

Lisa nominated Peter S. to be the building fire warden for the School of Music and Lisa M. will be the assistant fire warden. Maureen Houston will be asked to be assistant floor warden; an alternate assistant floor warden is yet to be assigned.

ACTION: Lisa M. to schedule and follow-up with Pat St. Croix for Fire Warden training.

Review (Ad Hoc Requests) for OHS Committee Intervention:

Building climate control issue. **UPDATE: RESOLVED.**

Podium safety. **UPDATE: RESOLVED.**

Table – legs are loose. **UPDATE: RESOLVED.**

6. Education Component

Nothing to report.

7. Statistics Report

Kendra (WHS Rep.) updated the committee on Health and Safety statistics for MUN and the School of Music. There were no incidents reported for the School of Music.

Kendra informed the committee that after the last WHS Inspection, the School of Music scored 90%. We lost marks due to:

- Not reporting minutes to WHS on prescribed form;
- Terms of Reference are out of date (they need to be updated and approved by WHS committee);
- Member training records need to be made readily available.

8. New Tasks – Inspections, Audits, etc.

A building inspection will be scheduled before the next regular WHS meeting on July 14, 2017. **ACTION: Denise to follow-up with Pete to find a convenient time.**

Denise Porter and Peter Stanbridge need to be set-up on MIMS (Memorial Information Management System). **ACTION: Denise to follow-up with Kendra Picco of Environmental Health Safety.**

10. New Business

Leak on 1st floor. **ACTION: Peter to submit an e-alert message on EHS website to document leak.**

Water testing was conducted in the Perlin Room (Green Room, MU1046); high lead levels were detected. Under-counter refrigeration unit was removed as this was thought to be the problem. Counter and sink were also removed. It is understood that the counter and sink in Perlin Room would be replaced.

ACTION: Kendra to provide copy of notes on the incident.

11. Date of Next Meeting

Next meeting is scheduled for Friday, July 14, 2017 at 11:00 a.m. in MU2034.

12. Adjournment

Meeting was adjourned at 2:52 p.m.