



WHS Committee Meeting

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

Friday, July 14, 2017

11:00 a.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

Peter Stanbridge chaired the meeting and welcomed special guest Holly Tobin from Risk and Administrative Services to the meeting.

2. Safety Moment

Spencer Crewe reminded everyone that they should wear sunscreen while participating in outside activities. Kendra Whelan also read some statistics on the health benefits of walking.

3. Adoption of Agenda

Moved (Power/Crewe) that the agenda be approved with the amendment to remove the words "first aid" from 8.b. **CARRIED**

4. Adoption of Minutes & Business Arising

Peter presented the minutes from May 2, 2017. There were no errors or omissions.

Moved (Crewe/Porter) that the minutes of the May 2 meeting be approved. **CARRIED**

Review (Business Arising) of minutes of May 2, 2017:

- A thorough School of Music building inspection was carried out by Pat St. Croix, Department of Environmental Health and Safety and Peter Stanbridge, School of Music. The final report has not been received yet but areas of concern noted were:
 - railing issues in Cook lobby (Kendra suggested we may need risk assessment completed);
 - storage areas;
 - piping.

ACTION: Kendra to follow-up with P. St. Croix on final report timeline.

- Installation of sink, counter and cooling unit in the Perlin Room.

ACTION: Kendra to follow-up with Facilities Management on arrival and timeline for installation.

- Leaks in Project Coordinator office at MMaP in ACC building. **UPDATE: Another major leak.** Jim Williams from Transportation and Works looked at it again. Facilities Management should be brought in to consult with Jim Williams on a solution. **ACTION: Pete to follow-up.**

- Maureen Houston was asked to be assistant floor warden and agreed; an alternate assistant floor warden is yet to be assigned. **UPDATE: The alternative floor warden should be a faculty member so this will be tabled at the next faculty meeting.**

5. Education Component

- a. Active Intruder Alert (Kendra Whelan/Holly Tobin)

- Kendra and Holly took committee members through a series of active intruder alert scenarios with follow-up discussions.
 - Lisa asked for information on the October 6, 2016 incident on-campus.
 - Real-Time Active Intruder Drills to be carried out in Fall/Winter.
6. Statistics Report
Statistic reporting is down all across campus and they are trying to increase incident reporting.
7. New Tasks – Inspections, Audits, etc.
OH&S Committee will carry out a building inspection on Wednesday, July 18.
FOLLOW-UP: Denise to notify faculty that committee will be entering faculty offices.
8. New Business
- a. First Aid Kits – Kits be ordered by sending an SMA to Facilities Management.
FOLLOW-UP: Denise to check current kits to see what supplies are needed and to order 1 new first aid kit.
 - b. First Aid Training – Peter, Lisa, Rob and Spencer and senior student assistants to receive training.
FOLLOW-UP:
 - Lisa to contact P. St. Croix on available training dates.
 - Denise to remind Jakub of outstanding OH&S training and upcoming sessions.
 - c. Emergency Incidents – Lisa updated staff on most recent emergency incident.
Denise reported incident on MIMS.
 - d. After-Hours Emergency Planning – Discussion ensued and possible suggestions were made.
FOLLOW-UP: Housekeeping announcements prior to public events and during student orientation events. Peter to post Emergency Plan in public areas.
 - d. Ratify Terms of Reference – Moved (Crewe/Power) to ratify terms of reference.
CARRIED
 - e. Other business
 - Lighting assessment, general risks, infrastructure, PA system. Kelly Taylor, Industrial Hygienist will be sending Lisa a report on the cost to make Door #9 an electronic opening door.
9. Date of Next Meeting
Next meeting is scheduled for Tuesday, October 3 at 11:30 a.m. in MU2034.
10. Adjournment
Meeting was adjourned at 12:40 p.m.