



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 19. **FOLLOW-UP: Denise to notify faculty that committee will be entering faculty offices.**
8. New Business
 - a. Additional Training
 - Training sessions required in various areas for committee including:
 - 1) AED (all faculty and staff);
 - 2) Fire safety (wardens and alternate wardens);
 - 3) First aid Pete, Lisa, Rob, Spencer and senior student assistant);
 - 4) OHS (Jakub).

FOLLOW-UP:

 - Lisa to contact P. St. Croix on available training dates;
 - Denise to remind Jakub of outstanding OH&S training and upcoming sessions.
 - b. Emergency Incidents – Lisa updated staff on most recent emergency incident. Denise reported incident on MIMS. Here is the account from the event organizer Catherine Whalen from Take Note Studio...

Yes, a senior had a heart attack - fortunately we had 2 paramedics and 2 emergency room nurses in the audience. We immediately cleared the theatre and calmly moved everyone up to the foyer by the DF Cook. CPR was started on her immediately and the hospital said that is what saved her life. An ambulance arrived within 10 minutes and the whole event was 1/2 hour from start to finish.

[As a take away lesson, Kassie ran to the security offices next door who immediately came over, however the problem with that was, we did not know the location of the AED machine (which did not have to be used) and could have used her help locating it. A heads up to us as well that we should have known its location before we started.]
 - c. After-Hours Emergency Planning
 - Arrange for recording of housekeeping announcements to play at beginning of concerts;
 - Educate senior student assistants on emergency procedures.

FOLLOW-UP: Housekeeping announcements to take place 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.