



WHS Committee Meeting

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

Friday, October 13, 2017

11:00 a.m.

Minutes

In Attendance: Lisa McDonald (Co-Chair, Employer Representative); Peter Stanbridge (Co-Chair, Worker Representative); Jakub Martinec (E), Rob Power (E), Denise Porter (W); Jon Collins (WHS Advisor)

Apologies: Spencer Crewe (W); Kendra Whelan (WHS Rep.)

1. Welcome

Lisa McDonald chaired the meeting and welcomed Jon Collins (WHS advisor) to the meeting. Jon extended Kendra's apologies for missing the meeting.

2. Safety Moment

Lisa reminded everyone that October is Fire Prevention month and read some fire prevention electrical safety tips.

3. Adoption of Agenda

Moved (Power/Martinec) that the agenda be approved with the amendment to change #7 "New Business" to #7 "New Business and Other Business" and add two new items under this category – Health and Safety Management System; May building inspection by Pat St. Croix and bi-yearly building inspection by OH&S Committee. **CARRIED**

4. Adoption of Minutes & Business Arising

Lisa presented the minutes from the July 14, 2017 meeting. Updates to be made to minutes: Remove 8a, updates to 8b,c. Moved (Porter/Power). **CARRIED**

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

- School of Music building inspection was carried out by Pat St. Croix, Department of Environmental Health and Safety and Peter Stanbridge, School of Music on June 15, 2017. **UPDATE:** We have still not received a final report of the building inspection which was carried out on June 15 by Mr. Pat St. Croix. **UPDATE:** Jon spoke with Pat and the final report should be available on October 20.
- Installation of sink, counter and cooling unit in the Perlin Room (MU1046).
UPDATE: Sink/cooling unit under counter in MU1046 has still not been removed.
UPDATE: Lisa spoke with Terry Clarke from Facilities Management and they will remove the sink/cooling unit and will replace it with a sink and counter.
FOLLOW-UP: Lisa to send an email to Facilities Management indicating that the sink and counter are to be replaced at Facilities Management's cost.
- Leaks in Project Coordinator office at MMaP in ACC building. **UPDATE:** MMaP leaks are still ongoing. Jeff Boland, the new director of Facilities Management has been liaising with the Department of Transportation and Works on this issue. As of October 3 this issue is still ongoing and there has been no movement towards a resolution of the issue.
- Floor Warden(s) – Rob Power will be a floor warden for 1st floor; Lisa McDonald will be an alternate floor warden and an alternate building warden.

Review (Business Arising) from Minutes of July 14, 2017:

- a. Additional Training UPDATE:
 - Rob completed his First Aid training on Saturday, October 7.
 - Peter will complete his training on November 5, 2017.
 - Holly Winter (student assistant), Lisa and Spencer still have to do the training.
 - Two other student assistants already have Military first-aid training.
- c. After-Hours Emergency Planning UPDATE:
 - A pre-recorded announcement will be made before all events re safety procedures.
 - Emergency plans have been posted in Suncor Hall and most classrooms. An Emergency Plan has not been done for the D.F. Cook Recital Hall as of now. Pete is in the process of creating it.
 - Pete now shows all new student assistants where the AED is located as well as emergency contact telephone numbers.
 - Emergency telephone numbers are also available in the sound booths and recital halls.
- e. Other business UPDATE:
 - The lighting in D.F. Cook Hall and Suncor Hall was assessed by industrial hygienist, Kelly Taylor on August 25 and Cook Hall is not quite at the stage of shutting down but it is getting there.
 - A new PA system has been purchased and a recording has been done for Cook Hall and we are in the process of doing a recording for Suncor Hall.
 - A quote for automatic doors has been received and the estimated cost is \$3,650. FOLLOW-UP: Lisa to talk to EHS to explore the option of escalating the need for these doors so that Music does not have to absorb the cost of installing them.
 - May 2 meeting re railings on 2nd floor around opening to Cook Lobby – Jon noted that Kendra had heard back from Scott Hill and Plexiglas has been identified as a solution and they are waiting on a price quote (due approx. Oct. 20).
5. Education Component

Jon distributed a schedule of 2017 free Occupational Health and Safety Workshops and Webinars.
6. Statistics Report

Jon noted that there were no statistics from the School of Music to be reported and that overall safety reporting is down across the campus. He encouraged the committee to peruse the package emailed to the OH&S committee by Kendra - the “Environmental Health and Safety Monthly Update”.
7. New Business
 - 1) Workplace inspection – July 19 – no major problems identified.
 - 2) MRC protocol on evenings and weekends, in case of emergency.
 - Lisa received an email from Monika Stephenson with the MRC Library. She wondered what the instructions for students, working in the MRC, should be when no building or floor warden(s) are available in case of an emergency. The MRC is open in the evenings until 9:00 pm and from 2:00 pm – 5:00 pm on weekends and is staffed with students only during evening and weekend hours.
9. Date of Next Meeting

TBD. **FOLLOW-UP:** Denise to send out date when new date has been selected for January, 2018.
10. Adjournment

Meeting was adjourned at 12:03 p.m.