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**Occupational Health & Safety  
Minutes Report Form**  
(see instructions)

Date of Meeting (Y/M/D) 2021 / 11 / 17 WorkplaceNL Firm Number 94001 Site Number 27

**PART I – Employer**

Employer (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: <u>Memorial University</u>	Co-chair: <u>Kelly Foss</u>	<u>Kel7410059</u>	<u>Y</u>
Mailing address: <u>P.O. Box 4200</u>	Members: <u>Jennifer Murray</u>	<u>Jen72110278</u>	<u>Y</u>
St. John's <u>NL</u> <u>A1C 5S7</u>			
CITY <u>PROVINCE</u> <u>POSTAL CODE</u>			
Worksite street address: <u>Chemistry-Physics Building</u>			
Total number of employees on site: <u>270</u>			
Date of next meeting (Y/M/D): <u>2020 / 02 / 11</u>	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down date (Y/M/D): <u>n/a / n/a / n/a</u>	Co-chair: <u>Shawn Wall</u>	<u>Sha7042067</u>	<u>Y</u>
OH&S minutes contact: Name: <u>Kelly Foss</u>	Members: <u>Melanie Fitzpatrick</u>	<u>(Awaiting Training)</u>	<u>Y</u>
Telephone No.: <u>709.864.2019</u>	<u>Mark Downey</u>	<u>Mar6743806</u>	<u>N</u>
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) <u>Darrell Gosse, Dept. of Environmental Health &amp; Safety, MUN</u> <u>Lise O'Brien, Guest</u>		

**Part II – OH&S Activity**

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted <u>5</u>	No. of safety hazards identified <u>0</u>
No. of workplace complaints/concerns received <u>0</u>	No. of health hazards identified <u>0</u>
No. of incident reports reviewed <u>0</u>	No. of outstanding items from last meeting <u>2</u>
No. of right to refuse work situations <u>0</u>	
Summary of Meeting on reverse <input checked="" type="radio"/> or Attached Document <input type="radio"/>	

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: Kelly Foss

Worker Co-chair Signature: Shawn Wall

Date: Nov. 28/2021

Date: Nov. 28/2021

## PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Nov. 17	Regrets	Mark Downey	
Nov. 17	Minutes of last meeting approved		
Nov. 17	Safety moment (Lisa)	Fall protection - safe practices including using appropriate equipment, not working alone & completing a risk assessment before proceeding	
Nov. 17	Education (Darrell)	A reminder when reporting hazards, to submit it via the MUNSaf app, and to email FM. Reviewed incidents since last meeting including slip and fall, a spill and a burn.	
Nov. 17	Unresolved issues	Fire wardens - Kelly has found new fire wardens for some areas, although other areas are unoccupied due to move; all wardens but three are doing retraining in mid December. First aid - Five people currently in building. Some are moving to new building in near future. Physics is hoping to add more people soon.	KF LO
Nov. 17	Workplace inspections	Public spaces only inspected this month. Some fume hoods have issues or are expiring they will be marked as 'out of service'	
Nov. 17	Roundtable	Liquid nitrogen - need special permission to move through UC. Book through Kendra Whalen, EHS. Otherwise should be moved via truck.	
Nov. 17		Containers over 50L must be Transport Canada certified. Tech Services purchasing a 250L container to supply folks in CSF until they are moved over. Then they will use it to supply Physics.	
Nov. 17	Next meetings	Dates for 2022 are: Feb. 11 May 19 Sept. 9 Nov. 18  OHS Committee training scheduled for Dec. 8 is full. Contact Pat. St. Croix to get on waitlist for future sessions.	