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

Date of Meeting (Y/M/D) 2018 / December / 14 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>
<u>St. John's</u>	<u>NL</u>	<u>A1C 5S7</u>	<u>Adam Beaton</u>	<u>ada892104</u>	<u>N</u>
CITY	PROVINCE	POSTAL CODE	<u>Chris Deacon</u>	<u>chr5751540</u>	<u>N</u>
Worksite street address: <u>Chemistry-Physics Building</u>			<u>Lisa O'Brien</u>	<u>lis7245988</u>	<u>Y</u>
Total number of employees on site: <u>270</u>			<u>Colleen Banfield</u>	<u>ORTECO001</u>	<u>Y</u>
Date of next meeting (Y/M/D): <u>2019 / Feb. / 15</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>Nathalie Vanasse</u>	<u>nat6499441</u>	<u>Y</u>
Telephone No.: <u>709.864.2019</u>			<u>Fred Perry</u>	<u>(just joined, not trained)</u>	<u>Y</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.			<u>Nicholas Ryan</u>	<u>nic8205323</u>	<u>N</u>
			<u>Marcel Hunt</u>	<u>mar6893973</u>	<u>Y</u>
			<u>Steve Ballard</u>	<u>ste6452263</u>	<u>Y</u>
			Guest(s) <u>Mark Bailey, Dept. of Environmental Health & Safety, MUN,</u>		

Part II – OH&S Activity

Since last meeting indicate the following:		From this meeting indicate the following:	
No. of workplace inspections conducted	<u>4</u>	No. of safety hazards identified	<u>4</u>
No. of workplace complaints/concerns received	<u>4</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>1</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
Date: Dec. 19 / 18

Worker Co-chair Signature: Shawn Wall
Date: Dec 19 / 2018

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Dec. 14/18	Welcome new members	Colleen Banfield and Fred Perry	N/A
Dec. 14/18	Recognize contributions of former members	Dave Murphy and Debbie Dunn. Shawn Wall is new co-chair	N/A
Dec. 14/18	Accept minutes of June/Sept meetings	June minutes deferred in Sept. due to a request for clarification. Info was confirmed, minutes accepted. Sept minutes also accepted.	N/A
Dec. 14/18	Safety moment	Driving in winter conditions	KF
Dec. 14/18	Education	Confirmed occupancy #s in 3 chem labs as per SJRFD - C2016 (43), C2025 (37), C3045 (45); reviewed recent MIMS submissions	MB for KW
Dec. 14/18	No auto button on tunnel exit from Chem-Phys	Ticket submitted to MIMS for review	JM
Dec. 14/18	Submitting multiple photos on MUN Safe	Request to be sent to vendor	MB
Dec. 14/18	Supervision in labs	No best practices/established ratio. Staff should be provided with adequate training/orientation to be competent in their job.	CB
Dec. 14/18	Chemical inventory	Do researchers have a record of their chemicals they check once a year? HSMS can be used for inventory, not just buying	CB
Dec. 14/18	Elements of Health & Safety	Approved by RNC, on EHS website soon. Will invite EHS to present on Elements for next meeting.	MB or KW
Dec. 14/18	Move meeting dates	Suggested we move meetings up so they aren't held at end of quarter. Will move next year's meetings forward a month	KF
Sept./18	Guests at OHS ctte. meetings	Discussion around guests at meetings. What is protocol? Do ToR need amendment? EHS asked to provide advice.	MB
Dec. 14/18	New teams and floors	Submitted for consideration and approved.	KF
Dec. 14/18	Lab Hazard signs	New WHMIS signs available, uploaded to website & will email departments to advise	KF
Dec. 14/18	WHMIS training	Clarification: Is dual course okay or do staff have to do new course?	MB
Dec. 14/18	2019 meeting dates	Feb. 15, May 17, Aug. 23, Nov. 15, 9:30 a.m., C-2001	KF