

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Feb. 15/19	Welcome new members	Dave Schneider, Stefana Egli; safety rep, Darrell Gosse	N/A
Feb. 15/19	Recognize contributions of former members	Nathalie Vanasse, Adam Beaton; safety rep, Kendra Whelan	N/A
Feb. 15/19	Accept minutes of Dec. meeting	Small update to previous minutes: RNC should be ERMC; minutes accepted	N/A
Feb. 15/19	Safety moment	Visibility while driving	N/A
Feb. 15/19	Education/Reports	New safety rep does not have access to previous rep's reports. Will be able to provide a better picture at the next meeting. Near misses up. One medical treatment in Jan.	N/A
Dec.14/18	Update: WHMIS Training	All individuals who work with or near chemicals have to complete new course.	N/A
Feb. 15/19	Wearing PPE while in labs	Everyone who enters a lab should wear appropriate PPE including contractors, janitorial staff and OHS committee members	N/A
Feb. 15/19	Sharps containers	Trouble disposing of sharps container with biohazard sign on it, but not containing biohazardous material. Can cover label with one that says 'chemically contaminated'. Must contain list of all chemical contaminants present.	N/A
Feb. 15/19	OHS audit recommendations	Follow a checklist, note rooms not inspected, non-lab workers should complete lab safety course. Sept. meeting did not meet quorum.	KF (re. ToR)
Feb. 15/19	Suggested changes to inspection teams/floors	Recommended to change TOR deferred until more information avail. Member suggested two members and one floor per team. KF to reconfigure teams and distribute for comments.	KF
Feb. 15/19	Roundtable discussions	1. Faded do not enter sign in front of building (KF to email K. Budden) 2. First aid training - KF to follow up to see where MUN is in providing it on campus. 3. Issues with snow clearing near outside gas/solvent storage. Suggested SB meet with K. Budden or F. Boland to discuss. 4. First aid kits - these are provided by stores. 5. First aid responder orientation - No information provided to those who sign up as responders. KF to follow up with MUH Health & Safety Committee. 6. Access to first aid kits - KF to follow up with stores re. installing them in the hallway 7. AED pads and batteries near expiry - KF has checked the three in this building. All are current, with the exception of the pedi pads on two floors which expire in March. The third AED does not have them. EHS has advised they are in process of checking all AEDs on campus and will replace pads as necessary. 8. Is OHS committee advised when a health & safety incident occurs in the building? Cite. should be advised, and may be asked to be part of investigation. DG will try to ensure this happens.	KF KF SB KF KF N/A DG

OHS Meeting Minutes

Chemistry Physics-Building | February 15, 2019 | Dean of Science Office Meeting Room

In Attendance: Darrell Gosse, safety rep; Kelly Foss & Shawn Wall, co-chairs; Nicholas Ryan, secretary; Marcel Hunt, Chris Deacon, Stefana Egli, Steve Ballard, David Stirling

Minutes:

- 1) The meeting was called to order at 9:33 AM on February 15, 2018 in the Dean of Science Meeting Room. Kelly welcomed two new committee members (Darrell, Stefana) and thanked three individuals who are no longer part of the committee for their service (Kendra Whalen, Nathalie Vanasse, and Adam Beaton).
- 2) There was a bullet point changed in the minutes report form, prepared after the last meeting, regarding health and safety elements.

The minutes were accepted by all committee members.

- 3) Steve presented a safety moment about visibility while driving:
 - There is extra road spray in winter
 - Keep all surfaces of car free of spray and dirt
 - In winter especially, cars can accumulate a heavy coating of grime that obstructs lights and visibility
 - Dirt and grime can damage light covers / lenses over time
 - Keep external mirrors and roof clear
 - Visibility is most important while driving
 - Recommended to carry a spray bottle of washer fluid, rags, and squeegee in vehicle
 - Inspect lights regularly and keep them clean

- 4) Darrell does not have specific details on incidents occurring in building because they were assigned to Kendra on the health and safety management system

Near misses are up for the building. There was a medical treatment incident in January.

- 5) All individuals who work with or near chemicals have to complete the new WHMIS course (Science 1808).

- 6) All inspections are completed. Only report for floor 1 is outstanding.

- 7) a) Committee members should be wearing PPE when entering spaces that require it (i.e. labs, workshops). The bookstore sells lab coats and eye protection. For non-lab workers, perhaps they could borrow PPE from someone to use during an inspection.

Issue was raised about cleaners entering labs. Should they wear PPE? They try to enter labs before 9 AM, when there is no one working, but cannot always do this.

There is a lab safety course for non-lab workers being offered online. Committee members who inspect labs and fall into this category should take this course.

We are not allowed to enter electrical and mechanical rooms during inspections. Also, no one should enter a lab without the proper training.

b) Shawn knows of a sharps container that needs to be disposed of. Trouble was encountered because of a biohazard symbol on the container, however, the container did not contain sharps that were biohazardous. They were only contaminated with chemicals. Our current waste disposal company, who would take the container, has said that the biohazard label can be covered if, indeed, the sharps are not contaminated by biohazardous materials. In this case, the container should be labeled "chemically contaminated". Also, like for a chemical waste dump, the chemically contaminated sharps container should contain a listing of all chemicals contaminants present. There is a sharps policy available on the EHS website:

[https://www.mun.ca/health_safety/STGP/S-022 - Sharps Disposal.pdf](https://www.mun.ca/health_safety/STGP/S-022_-_Sharps_Disposal.pdf)

8) OHS Audit recommendations:

- We should follow a checklist when doing inspections. Kelly has circulated the list to committee members
- We should note the rooms that we are and aren't able to access during inspections.
 - Can use floorplans for this or the Excel Spreadsheets that list all of the rooms on each floor. Kelly would prefer the spreadsheet.
- David mentioned that if a room is frequently missed we might have to gain access without the occupant present. Daryl said that we could get the DA involved if occupants are uncooperative and do not want us to enter.
- Non-lab workers should do the non-lab worker lab safety training course.
- Our September 2018 meeting did not meet quorum.
- It is recommended that we change our terms of reference to state that the minimum number of committee members should be the minimum number as stipulated by the provincial health and safety act. There are approximately 270 employees in the Chemistry-Physics Building. At least 50% of the committee members should be worker members.
- Kelly mentioned that there is a safety subsection on the Dean of Science website:

<https://www.mun.ca/science/safety/>

Also, there is a bulletin board in the vicinity of Kelly's office that contains committee information.

Other:

Stefana suggested that we should consider reducing the inspection teams from 3 to 2 members. Kelly will send this suggestion out to all committee members for input.

Next inspection will be all spaces and will occur in early May 2019.

Darrell suggested that we do a round table at the end of meetings:

Kelly has submitted the issue regarding the faded do not enter sign at the front of the Chemistry Building multiple times. Darrell suggested that Kelly contact Kent Budden, of FM, directly.

Chris was wondering who pays for first-aid training. Kelly said that the university was supposed to have an on-site person do the training, first CEP will receive it and then OHS committee members. The training will not be free. Kelly will follow up to determine status of this. Cost will probably fall back on unit that employee is under. If unit doesn't want to pay, Darrell suggested that we contact the DA if we have issues with units not wanted to pay.

Steve said making the walkway from the loading bay to the outside gas / solvent storage building a snow / ice clearing priority has been an issue for some time. The walkway has been hazardous sometimes for up to one day after a storm. Darrell recommended that Steve meet, in person, with Kent Budden or Jeff Boland of FM to discuss this issue.

Shawn was wondering who is responsible for supplying first-aid items. This would be FM stores.

Kelly suggested that there should be some sort of orientation given to anyone who becomes a first-aid responder. Perhaps we should discuss this with the DA or bring this issue to the University Health and Safety Committee.

It was suggested that we contact FM stores about the possibility of having first air kits installed in the hallways, perhaps next to the AED's.

Health and Safety is dealing with the fact that most AED pads and batteries are nearing expiry.

Shawn asked if the committee is made aware of health and safety incidents that occur in the building. We are usually made aware of these at committee meetings. Sometimes health and safety will ask committee members to be part of investigations.

Kelly noted that she, as building warden, is not made aware of the reason of a fire alarm being pulled. Darrell will try to remedy this in the future.

9) Meeting was adjourned at 11:05 AM