



MAIL FORM TO:
146-148 Forest Road P.O. Box 9000
St. John's NL A1A 3B8
FAX FORM TO:
709.778.1564

CALL US AT:
telephone: 709.778.1552
toll-free: 1.800.563.9000
VISIT US AT:
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**Occupational Health & Safety
Minutes Report Form**
(see instructions)

Date of Meeting (Y/M/D) 2020 / 02 / 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>
St. John's <u>NL</u> <u>A1C 5S7</u>	<u>Stefana Egli</u>	<u>ste831017</u>	<u>Y</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>N</u>
Date of next meeting (Y/M/D): <u>2020 / 05 / 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>David Stirling</u>	<u>Dav5820557</u>	<u>Y</u>
Telephone No.: <u>709.864.2019</u>	<u>Fred Perry</u>	<u>Fre6963290</u>	<u>Y</u>
	<u>Nicholas Ryan</u>	<u>nic8205323</u>	<u>N</u>
	<u>Steve Ballard</u>	<u>ste6452263</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.	Guest(s) <u>Darrell Gosse, EHS rep</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>4</u>
No. of workplace complaints/concerns received <u>2</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>0</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: Feb. 24/20

Worker Co-chair Signature: Shawn Wall
Date: Feb 24/20

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Feb/20	Regrets: C. Deacon, N. Ryan		
Feb/20	Safety moment	Knife safety	
Feb/20	Safety report	D. Gosse presented on the various issues reported and noted the majority have been addressed by Facilities Management. Gave a short presentation on situational awareness.	
Feb/20	Inspections completed	All floors completed	
	Update on unresolved issues:		
Nov/19	i) 1st floor male washroom	1st floor male washroom now reopened	
Nov/19	ii) Uninspected rooms	KF asked members to review last three inspection reports to see which rooms have not been inspected. We will make arrangements with occupants to see them at our next inspection.	Members-May/20
Nov./19	iii) First aid	Two individuals trained in Dec. We now have 8 certified FA responders.	
Nov./19	iv) AEDs	2 of 3 AEDs have pads expiring in April. KF has notified Pat St. Croix.	
	Issues/complaints received	Question about labs requiring Class D fire extinguishers. KF will follow up with Pat St. Croix	KF
Feb/20	Class D Fire Extinguishers/Electrical Panels	Should electrical panels be locked? Yes. KF will continue to notify FM when these are found unlocked	KF
Feb/20	L. O'Brien	Stairs to UC don't have a handrail and bottom step is broken. This has been reorted to FM	
Feb/20	F.Perry	Stop sign by music building ignored. Same with exit near Gushue Hall to access parkway	
	S. Ballard	Reported issue with flashing coming off building and breaking a glass panel. This has been reported to FM	
	S. Wall	Doors to tunnel in Lot 5 are sometimes not cleared of snow. KF will keep an eye on it and report if necessary	KF
	S. Eglil	Her lab is not being cleaned regularly. Suggested she contact building maintenance supervisor to discuss.	
	Other business	KF met with Rod Hobbs for annual audit of the Chemistry-Physics Bldg. OHS Committee. Official report has not been received yet, but he suggested a standardized checklist for inspections (KF to develop and distribute to members) and that members complete the lab safety for not lab workers online training. He also asked for suggestions for improvement for EHS. KF suggested better system of reporting issues that gives information about what has been actually done when closing ticket. JM suggested more frequent correspondence from EHS on issues such as AEDs, lockout-tagout systems, etc.	KF

OHS Meeting
Friday, February 14, 2020
9:30 AM
Chemistry Physics Building
Dean of Science Office Meeting Room C-2001

In Attendance:

Darrell Gosse, Safety Rep.	Kelly Foss, Chair	Stefana Egli
Steve Ballard	Fred Perry	Shawn Wall
Jennifer Murray	Lisa O'Brien	David Sterling

Regrets:

Nick Ryan Chris Deacon

Call meeting to order

The meeting was called to order at 9:35 a.m. on February 14, 2020 in the Dean of Science Meeting Room C-2001. Kelly Foss welcomed all members and mentioned that Sabrina Belanger has expressed an interest in joining the committee when she returns to work.

Approval of Minutes of the Meeting of November February 15, 2019

All members agreed in the approval of the minutes as recorded.

Safety Moment by Jennifer Murray

Utility Knife Safety
Powerpoint presentation & Safety Video

Education by Darrell Gosse

Darrell reported on numerous items that have been reported and the majority of these have been taken care of by Facilities Management. He reminded members that due to the amount of snow resources are in demand so certain tasks/incidents are given priority.

Situational awareness is an important term. Be aware of what is around you at all times. An unsafe condition could hurt you. Look around and process information – look, think, and act. Focus on the task at hand. Identify new hazards as you see them; if something changes stop and reassess; think big picture. Let others know about the hazard and if you are unsure, slow down and reassess.

Update on Unresolved Issues

1st Floor make washroom – damaged due to the flood has now been repaired

Uninspected rooms – last three inspection reports will be returned to each group to determine what rooms have not been inspected due to access. Reach out to Administrators for assistance with access.

First aid – many questions about this between Gina Jackson and Kendra Whelan. Currently we have enough people trained to maintain our current level. Wilson Humphries and Kelly Foss have been retrained and we have a total of eight certified responders. Regarding sending Donna Coombs and Stephanie Curnoe for retraining check with Gina Jackson.

1st Floor - Shawn Wall

2nd Floor - Kelly Foss, Kristen White, Barry Power

3rd Floor –

4th Floor – Gaurav Madan, Wilson Humphries

5th Floor – Juliana Vidal, Kori Andrea

AED pads are expiring April 2020

Workplace Inspections

Inspection of all floors completed.

Complaints, Issues and Suggestions Received from Employees

Two labs do not have Class D fire extinguishers.

Facilities Management will provide when Pat St. Croix determines which Class D is required because there is more than one.

Electrical Panels that are not closed/locked when inspections are done keep reporting them. Eventually they will be repaired so that they lock.

Roundtable

Lisa O'Brien brought up the stairs leading to the UC closest to the Chemistry/Physics building still do not have a handrail. In addition, the first step on the bottom is now cracked and separated completely from left to right. Ticket already submitted to Facilities Management but there does not appear to be anything done.

Fred Perry mentioned how the stop signs by the music building seems to be ignored. These are all way stops and people are not stopping. Same thing happens by the exit close to Gushue Hall to access the Parkway.

Steve Ballard observed during inspection that the small lobbies in Chemistry/Physics building where there is glass to overlook the closed courtyard the flashing has released and is turned/bent the wrong way and perhaps occurred during Snowmageddon. There are

two panels that are very bad and a third starting. It has been reported. Between levels three and four, glass cladding is completely gone. The glass panel is broken.

Shawn Wall reported that the doors are cleared for the tunnel in block 5 but that the area is in hard shape due to banks of snow. Perhaps the grounds crew could angle the direction of the plow so that people do not have to walk over banks of snow? Again, so much snow and depending on the priority of the grounds crews this may or may not be a priority.

Other Business

Rod Hobbs met with Kelly Foss on Monday, February 10, 2020 to discuss audit.

Standardized checklist for inspections:

It was suggested that a standardized checklist be used for inspections. Stefana suggested we combine the current list to this new OH&S Inspection Checklist (WHSCC). Darrell said we can customize it to work specifically for our building.

Lab safety for non-lab workers:

Stefana said her lab has not been cleaned regularly. Has had cleaning equipment/supplies left for Stefana to clean and then came back a few days later to collect the cleaning equipment/supplies. Committee agreed that this was unacceptable and that Marcel should be notified so that the lab can be cleaned on a schedule while Stefana is present.

Jennifer said more frequent correspondence regarding items like AED's or lock out tag out systems it would be good to receive more frequent updates

Facilities Management sometimes closes tickets but nothing has been done to fix the problem. Resubmit the ticket. Also, if Facilities Management has a priority system they need to give some feedback to the person submitting the ticket so that they know why the item has been closed if the problem has not been fixed. Maybe the problem is not considered a problem?

If someone is a non-lab worker they should complete the lab training in D2L before inspecting labs.

The committee as a whole feel that we are making progress but it is slow. Could be better if feedback provided from Facilities Management. In the meantime keep reporting!

Next meeting scheduled for May 15, 2020 at 9:30 a.m. in the Dean of Science Office Boardroom, C-2001

Meeting adjourned at 10:50 a.m.