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

Date of Meeting (Y/M/D) 2018 / 06 / 15 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>Adam Beaton</u>	<u>ada892104</u>	<u>Y</u>
CITY <u>PROVINCE</u> <u>POSTAL CODE</u>	<u>Deborah Dunn</u>	<u>deb7124196</u>	<u>Y</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>2017 / 09 / 14</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>David Murphy</u>	<u>dav5638015</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>Shawn Wall</u>	<u>sha7042067</u>	<u>N</u>
	<u>Nicholas Ryan</u>	<u>170804</u>	<u>Y</u>
	<u>Marcel Hunt</u>	<u>194019</u>	<u>Y</u>
	<u>Steve Ballard</u>	<u>170789</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>Kendra Whelan, Dept. of EHS, MUN; Stefana Egli, CREAT</u>		
	<u>Travis Fridgen, Head, Chemistry; Chris Deacon & Lisa O'Brien, Physics</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>6</u>
No. of workplace complaints/concerns received <u>8</u>	No. of health hazards identified <u>2</u>
No. of incident reports reviewed <u>7</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: June 22/18

Worker Co-chair Signature: David Murphy
Date: June 22/18

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
June 2018	Safety moment: Eyewear/eyewash stations	N/A	N/A
June 2018	Review of incidents submitted to EHS for bldg.	Most have been resolved. Some are being followed up by EHS. Details attached.	N/A
June 2018	Ctte. member reported issue with mice	Contact FM for pest control services	SE
June 2018	Inspections completed on all floors	Kelly to review and submit to FM and applicable departments/units for resolution.	KF/June 2018
June 2018	FM will not provide ext. cords longer than 6'	Kendra to follow up with FM for explanation.	KW/June 2018
June 2018	Class D Fire Extinguishers	Some organic labs that use combustible metals do not have them. Kendra will follow up.	KW/June 2018
June 2018	Fume Hoods	Non-functioning fume hoods should have signage identifying they are non-functioning. Jennifer will follow up with Tech Services.	JM/June 2018
June 2018	Birds nesting in hole in overpass	Kelly has submitted to EHS	KF/June 2018
June 2018	Lab seating	SJRFD & EHS inspected & reduced max seating in 1st year UG chem labs. Issue to be discussed further at dept. level.	TF/June 2018
June 2018	Motion sensor lights	Motion sensor lights have been installed in most areas of building. Risk of sensors not picking up people working in some parts of lab. Contact epc@mun.ca to advise if issue does occur.	As necessary
June 2018	Inspecting labs/offices when owner not present	Ctte. can inspect spaces w/o owner unless they specifically request to be present. Labs should only be entered if one qualified person familiar with hazards is present & group is wearing PPE.	N/A
June 2018	First aid training	On-campus training to be provided in near future. OHS committee co-chairs and members will be trained after CEP officers.	N/A
June 2018	Reminder: OHS Ctte. recertification	Recommended lab instructional staff also receive training Ctte. training now has an expiry date. A reminder that those trained with the ctte was first set up will expire on June 30, 2018. Recertification training is now available online.	N/A

Chem Bldg. OH&S Committee | MINUTES

Meeting date | time June 15, 2018 | 9:00 AM | Meeting location C-2001

Meeting called by Kelly Foss
Type of meeting Safety
Facilitator Kelly Foss
Note taker Nicholas Ryan
Timekeeper n/a

Attendees

Kelly Foss, David Murphy, Nicholas Ryan, Chris Deacon, Lisa O'Brien, Adam Beaton, Marcel Hunt, Kendra Whalen, Jennifer Murphy, Debbie Dunn, Stefana Egli, Travis Fridgen, Nathalie Vanasse

AGENDA ITEMS

1) Call meeting to order Kelly
9:01 AM

2) Accept minutes of previous meeting Kelly
Minutes with accepted. No changes proposed.

3) Safety moment Jennifer

Safety eyewear was discussed. Must meet CSA of ANSI standards for impact protection. Worksafe Alberta has a good guide outlining options for eye protection.

Travis mentioned that contact lenses (under protective eyewear) are acceptable in chemistry undergraduate teaching labs. For other labs, it would depend on the chemicals that are being used. The MUN Laboratory Safety Manual says that contact lenses can be worn depending on the risk.

Where an SDS for a chemical requires it, an eyewash station needs to be within a 10 second walk of the use of the chemical. Station needs to provide a constant flow of tempered water (60 °F to 100 °F) for 15 minutes at a rate of at least 0.4 gal/min.

Where a plumbed eyewash cannot be installed, EHS recommends the installation of a Fendall 2000 eyewash station, which has replaceable cartridges filled with flushing solution. This station meets all requirements for an eyewash. The cartridges have an expiry date. Departments / Units pay for the unit and the first set of cartridges. FM will pay for replacement cartridges. One week of notice needs to be given to FM to replace cartridges.

4) Education Kendra

The health and safety stats package for YTD April 2018 has been sent to the committee members. There are more near misses than accidents (positive). Kendra reviewed the issues that were sent to EHS relevant to the Chemistry Physics Building:

- Drivers not obeying signage on one-way street beside building
- Aramark alcohol burners left unattended for 30 minutes

- Smell coming out of lab (C-4028) due to chemical being used in fume hood sash being too high
- Fall outside of building
- PA system could not be heard in a lab
- A worker fell at the loading bay at the back of the building (perhaps an Aramark worker)
- Equipment was stored in a mechanical room and was in the way

Any issues received by Kelly will be reported to EHS via MUNSafE.

5) Updates on unresolved issues

Kelly

There are no updates on our outstanding issues.

Stefana mentioned that she had a problem with mice in her office. It was recommended that she contact FM (ext. 7600 or facman@mun.ca)

6) Workplace inspections

Kelly

Inspections have been completed on all floors.

7) Complaints, issues, and suggestions received by employees

Kelly

a) Power bars

Lisa

On inspections, it was noticed that extension cords were plugged into power bars. FM will only provide 6' extension cords. If this is not long enough, FM expects a new power drop to be installed at the location needing power.

Kendra will check to see why FM will not provide longer cords.

b) Fume hood fire extinguishers

These are not being checked yearly with the other extinguishers. There is one in a lab on floor three and one in the solvent dispensing room on floor four.

c) Class D fire extinguishers

Some organic labs that use combustible metals do not have these extinguishers. Issue has been submitted to Pat.

Nathalie mentioned that some fume hoods do not function. Jennifer will ensure that signage is present on the non functioning hoods that Technical Services is aware of.

d) Birds nesting in overpass

Kelly noticed this and submitted the issue to EHS.

e) Chafing dish burners left unattended

This has already been discussed (see Education above)

f) Lab seating

Travis / David

Fire Department personnel and Pat St. Croix visited the department and determined that the maximum number of people allowed to be in the first-year chemistry undergraduate labs (C-2016, C-2025, and C-3046) is 42, 36, and 42, respectively (this includes instructional staff). Consequently, 3 students have to be removed from each lab, resulting in more lab sections

needing to be opened beginning in the Fall 2018-2019 semester, an increase in the workload of the instructional staff, and more night labs being offered.

Travis said that the issue was not handled very professionally by some staff in Chemistry. The department administration should have been involved instead of involving the Fire Department. Also, some staff improperly discussed the issue with students. The issue will be discussed further on the departmental level.

g) Motion sensor lights

Some of the new motion sensors which activate the lights in offices and labs are not installed in appropriate locations. If this is the case it is recommended to send a message to epc@mun.ca to inform the appropriate people of the issue.

h) Inspections

Kelly

If there is no one in a lab or office, should a OHS inspection team enter? If they can access the room they should unless a PI or employee specifically requests that they do not after the notification of the inspection is sent out via e-mail. Also, the room should only be entered if at least one qualified person, familiar with the room hazards, is on the inspection team.

It was mentioned that proper PPE should be worn by the inspection team members when entering labs, workshops, etc.

8) Other business

Kelly

a) First-Aid training

Kelly / Kendra

On campus training will be provided soon at a substantial savings to department / units versus having training done at, for example, St. John Ambulance. Initially, CEP officers will be trained. After, training will be offered to OHS Committee co-chairs and committee members.

It was mentioned that all lab instructional staff should also be trained.

Kelly mentioned that committee members who had their training done during the first offering will need to do the recertification training by the end of June 2018.

9) Adjournment

The meeting was adjourned at approximately 9:50 AM.

