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

Date of Meeting (Y/M/D) 2019 / 05 / 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>N</u>
<u>St. John's</u> <u>NL</u> <u>A1C 5S7</u>	<u>Stefana Egli</u>	<u>ste831017</u>	<u>N</u>
CITY PROVINCE POSTAL CODE	<u>Chris Deacon</u>	<u>chr5751540</u>	<u>Y</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>*not yet trained</u>	<u>N</u>
Date of next meeting (Y/M/D): <u> / /</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>*not yet traine</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>N</u>
	<u>Steve Ballard</u>	<u>ste6452263</u>	<u>Y</u>
	Guest(s) <u>Darrell Gosse, 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>3</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>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: Shawn Wall
Date: May 24 / 19.

Worker Co-chair Signature: Kelly Foss
Date: May 24 / 19

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
May/19	Recognized contributions of former member	Marcel Hunt has a new position. Discussion around finding his replacement.	KF
May/19	Safety moment	Chris Deacon spoke on eliminating hazards in the workplace.	N/A
May/19	Safety report from EHS representative	Issues that have been submitted since our last meeting and steps taken to address them. A reminder that creating a ticket will expedite it being resolved.	N/A
Feb/19	Findings of OHS Audit	Wording of the Terms of Reference will be amended regarding quorum and committee membership at the suggestion of the audit report.	KF
May/19	Workplace inspections	All floors have been completed. A reminder to give building occupants ample notification when inspections are to be conducted.	N/A
May/19	Fire blankets in hallways	Discussion around whether these should be removed if not being maintained. Create a false sense of safety. KF to contact FM	KF
May/19	Sharps containers in labs	Issue raised about lab using needles and not having a sharps container. Also noted sharps containers should be labeled appropriately depending on contents. KF to follow up with department.	KF
May/19	Roundtable	<p>Roundtable discussion with committee members:</p> <p>A reminder that members inspecting labs should wear appropriate PPE. Some labs provide PPE for guests, but members should consider getting their own</p> <p>Discussion of smoking on campus - smoke entering some workspaces through windows. Smoking is not being policed on campus.</p> <p>Question of max. number of people permitted in teaching labs. SJRFD and Pat St. Croix inspected some chemistry labs but numbers were not distributed. DS will contact PSC.</p> <p>Next meeting Aug. 23, 9:30 a.m.</p>	DS

OHS Meeting
Friday, May 17, 2019
9:30 AM
Chemistry Physics Building
Dean of Science Office Meeting Room C-2001

In Attendance:

Darrell Gosse, Safety Rep. Steve Ballard	Kelly Foss, Chair Fred Perry	Chris Deacon Shawn Wall	Lisa O'Brien David Stirling
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Regrets:

Nick Ryan Colleen Banfield Jennifer Murray Stefana Egli

Call meeting to order

The meeting was called to order at 9:35 a.m. on May 17, 2019 in the Dean of Science Meeting Room C-2001. Kelly Foss welcomed all members and recognized the contributions of former committee member, Marcel Hunt. Sabrina Belanger from Technical Services has expressed interest in joining committee but is currently on maternity leave. Discussion of trying to recruit possible replacement in the interim.

Approval of Minutes of the Meeting of February 15, 2019

Moved by Lisa O'Brien, seconded by Steve Ballard. All members in approval of the minutes as recorded. Motion passed.

Safety Moment by Chris Deacon

Can you eliminate the hazard? 5 Ways to do this:

1. Eliminate the hazard totally i.e.: do not use certain chemical
2. Substitute i.e.: use a different chemical but be cautious to not bring in a new hazard
3. Engineering Controls i.e.: shield you from hazards
4. Administrative Controls i.e.: change the way people work
5. PPE (personal protection equipment) i.e.: lab coat

Kelly will check to see if Stefana Egli will be available to present next safety moment.

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 of the committee that to resolve an issue creating a ticket will help expedite it.

Other Business

Next meeting scheduled for August 23, 2019 at 9:30 a.m. in the Dean of Science Office Boardroom, C-2001

Meeting adjourned at 10:40 a.m.