



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) 2019 / 11 / 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>Stefana Egli</u>	<u>ste831017</u>	<u>Y</u>
CITY <u>PROVINCE</u> <u>POSTAL CODE</u>	<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 / 02 / 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>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>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>Y</u>
	<u>Steve Ballard</u>	<u>ste6452263</u>	<u>Y</u>
	Guest(s) <u>Allison Eaton, acting admin assistant, Chemistry</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>7</u>
No. of workplace complaints/concerns received <u>1</u>	No. of health hazards identified <u>1</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.

worker
Employer Co-chair Signature: Shawn Wall
Date: Nov 27/19

employer
Worker Co-chair Signature: Kelly Foss
Date: Nov. 27/19

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Nov./19	Regrets: C. Deacon, D. Gosse		
Nov./19	Change to Sept. 2019 minutes	S. Ballard noted in point #8, comments beginning with 'The vast majority...' were made by him.	
Nov./19	Safety moment	K. Foss on the flu	
Nov./19	No safety report	D. Gosse not there to present	
Nov./19	Inspections completed	Reports completed and sent to K. Foss	
Nov./19	Exit #5 - locked or unlocked?	Custodian asked if door is to be locked or unlocked.	KF
	Rountable discussions:		
Nov./19	S. Wall	Discussed recent incident where 10L carboy of hydrochloric acid leaked or was spilled in a teaching lab, which then leaked down to 1st floor. EHS addressing issue	
Nov./19	J. Murray	Asked about bathroom still being closed due to recent water leak. There is now a moldy/musty smell on 1st floor in this area.	KF
Nov./19	D. Stirling	Asked when teams/floors will change up again - Agreed this will be done annually. Next switch for May meeting.	KF
Nov./19	A. Eaton	Who transports injured/ill students to hospital? Procedure is to call CEP. They will call ambulance if one is needed, or will transport student if not. Safety bullet to be drafted to send around.	KF
Nov./19	F. Perry	Discussion of recent bldg. evacuation due to an odor. OHS member came across broken glass in hallway near 1st year undergrad chem labs. He placed pylon next to it and contacted Fac. Man. Custodial removed it.	
Nov./19	L. O'Brien	During OHS inspection, team discovered a tray containing chemicals and glassware in a grad student office. Materials had been there for a long time and were turned over to chemistry dept. Access to rooms discussed. Evaluation needed to see what spaces have not been inspected this year. Xmas lights in offices. Is this a safety concern? Not if only plugged in while people are present	KF
Nov./19	Meeting Dates for 2020	Feb. 14, May 15, Aug. 14 and Nov. 13	
	First aid training	A number of people are expiring in Dec. Dean's office contacting EHS regarding why should pay for retraining.	KF
Nov./19	AEDs	Question on who is checking AEDs. Most need pads replaced in early 2020. KF has been inspecting, but will contact EHS re. pads.	KF

OHS Committee Meeting Minutes

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

In Attendance: Nicholas Ryan, Kelly Foss, Alison Eaton, Lisa O'Brien, Fred Perry, Steven Ballard, David Stirling, Stefana Egli, Jennifer Murray, and Shawn Wall.

Minutes:

- 1) The meeting was called to order by Kelly (the committee co-chair) at 9:36 AM.
- 2) Christopher Deacon and Darrell Gosse have sent along their regrets and are not in attendance.
- 3) Kelly distributed copies of the minutes from the last meeting (September 2019). Steve pointed out that, in point #8, he made the comments beginning with "The vast majority." The minutes were accepted with this change.
- 4) Kelly gave a safety moment and talked about the Flu. Jennifer will give the safety moment at the next meeting.
- 5) Since Darrell is not present, there is no safety report to discuss.
- 6) Kelly stated that there are no updates on unresolved issues.
- 7) All inspections have been completed and reports for all floors have been sent to Kelly.
- 8) The custodial staff asked if the entrance/exit #5 doors (next to C-2010) should be unlocked when the building is open. Sometimes they remain locked. Steve was told that this matter is under CEP control. Some time ago, Pat St. Croix informed Steve that the open/locked state of these doors is not a fire safety concern (individuals can exit through the doors even if they are locked). **Kelly will follow up with CEP.**
- 9) **Shawn:** A 10-liter carboy of hydrochloric acid (1 mol/L) leaked or was spilled in a teaching lab on an upper floor and leaked down to the first floor in the corridor outside of the Technical Services main office. Jon Collins of EHS is taking care of this issue.

Jennifer: Old bathroom infrastructure pipes in Kelly's office were leaking. This could be causing a moldy/musty smell on the first floor close to room C-1066. **Kelly will follow up.**

David: Asked if inspection teams should be switched up. All present agreed that, going forward, this should be done annually.

Alison: Asked who should transport injured or sick students to the hospital. The proper procedure is to call CEP (or 911). If necessary, CEP or paramedics will transport the student to the hospital. Employees should not do this. Alison asked if a safety bulletin existed that could be sent around. **Kelly will check.** If no bulletin exists, it was suggested that Alison simply draft an e-mail and send around.

The fire alarm that sounded in mid-October was due to an odor in the building, similar to propane. A package was opened in stores at the same time as the odor became apparent and it was thought that, perhaps, the odor was coming from the package. It was later discovered that

the source of the odor was from a reaction that a chemistry graduate student was performing on the fourth floor. The ventilation system was spreading it through the building.

Lisa mentioned that, in case of an emergency, the fire alarm pull stations should be pulled outwards. They do not slide vertically.

Fred came across broken glass on the floor in the second floor corridor in the vicinity of the first-year undergraduate chemistry labs (C-2025). He placed a pylon next to the glass and contacted 7600. The custodial staff was on the scene quickly and cleaned up the glass.

Lisa: During an OHS inspection of floor three, with Jennifer Murray, a tray plastic tray contain bottles of chemicals (hydrochloric acid, sodium hydroxide solution, etc.) and glassware was discovered in a graduate student office (C-3022). The student present said the tray had been there for a long time. Jennifer contacted Nick shortly after she finished the inspection. Nick removed the tray from the room and said that the chemicals looked like they were from a first-year undergraduate chemistry lab. Nick will bring the tray to Nathalie Vanasse.

Assess to rooms during inspections was discussed. Lisa mentioned that, during OHS inspections, she and Jennifer would let themselves into any rooms that they had keys for, however, they would not touch anything in the rooms – only observe. **Kelly will evaluate what spaces have not been inspected recently and will communicate this to the appropriate unit.** Jennifer mentioned that we do not have access to the cleaner's closets even since Marcel Hunt left the committee.

Lisa also and Jennifer also encountered an office with a strand of mini Christmas lights in an office (not plugged in) and asked if this was a safety issue. Everyone agreed that it would not be an issue unless they are plugged in all the time.

- 10) It was decided that the OHS committee meeting dates for 2020 would be Feb 14, May 15, Aug 14, and Nov 14. Kelly will confirm each meeting date, by e-mail, when a meeting room has been secured.

Kelly also informed the committee that if anyone is interested in taking over as committee co-chair they should let her know.

Alison asked about first-aid training. Kelly said that the training for most of the building first-aid responders will expire soon. Gina Jackson has taken the issue of who will pay of the training to the Kendra Whalen, and Kendra will push it to the VP's.

Jennifer asked who was checking/inspecting the AEDs. Most of the units need their pads and batteries replaced in 2020 or 2021. Nick said that he thought that this issue was on EHS's radar and **Kelly will follow up with them.** Nick also informed the committee that the AEDs do a self-check every 7-days and will sound alarm if there is an issue (i.e. low battery).

- 11) The meeting was adjourned by Kelly at 10:28 AM.