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

Date of Meeting (Y/M/D) 2018 / 09 / 24 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>n</u>
Mailing address: <u>P.O. Box 4200</u>	Members: <u>Jennifer Murray</u>	<u>jen72110278</u>	<u>y</u>
St. John's NL A1C 5S7	<u>Adam Beaton</u>	<u>ada892104</u>	<u>y</u>
CITY PROVINCE POSTAL CODE	<u>Chris Deacon</u>	<u>chr5751540</u>	<u>y</u>
Worksite street address: <u>Chemistry-Physics Building</u>	<u>Deborah Dunn</u>	<u>deb7124196</u>	<u>n</u>
Total number of employees on site: <u>270</u>	<u>Lisa O'Brien</u>	<u>lis7245988</u>	<u>n</u>
Date of next meeting (Y/M/D): <u>2019 / 12 / 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>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>
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>Marcel Hunt</u>	<u>mar6893973</u>	<u>n</u>
	<u>Steve Ballard</u>	<u>ste6452263</u>	<u>n</u>
	Guest(s) <u>Kendra Whelan and Michael Yetman, Dept. of EHS, 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>4</u>
No. of workplace complaints/concerns received <u>4</u>	No. of health hazards identified <u>0</u>
No. of incident reports reviewed <u>4</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: Jennifer Murray
Date: Oct 27, 2018

Worker Co-chair Signature: David Murphy
Date: Oct 22, 2018

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Sept. 2018	Minutes approval, June 2018	Lab sealing item may be incomplete, deferred acceptance until next meeting/further investigation	KW/Dec. 2018
Sept. 2018	Safety moment	Theme: Fire alarm evacuation	
Sept. 2018	Health & Safety Stats	Review of the stats package, incidents received including ceiling leak, student struck by rock from lawn mower, mouse droppings, lab instrument left in unsafe manner.	
Sept. 2018	Extension cord	Question raised re. max. length of extension cords, max is 6'	
Sept. 2018	Extinguishers in fume hoods	Have been removed. If fire is a risk in fume hood, suppression system or handheld extinguisher should be used.	
Sept. 2018	Quarterly inspections	Completed and received for all areas	
Sept. 2018	Students wearing pharmacy coats not lab coats	Asking bookstore to place sign next to pharmacy coats stating they are not suitable PPE for science labs. Email will also be sent to lab instructors to be aware of this issue	NR
Sept. 2018	EHS Roles & Responsibilities presentation	Can be offered to grad students in Chemistry, Physics and CREAT to address PPE not being worn in some research labs	KW
Sept. 2018	Anon. letter re. supervision in ug labs	Review best practices at other universities for student to lab instructor/TA ratio. Employee has made formal complaint to supervisor.	KW
Sept. 2018	Policy re. guests to OHS Meetings	Cite. to update TOR to say guests cannot sit in without approval, members not comfortable speaking freely. Guests must send a request to co-chairs to attend and chairs will inform members at least 2 weeks prior to meeting	KF/DM
Sept. 2018	First aid		
Sept. 2018	Teams/Inspection areas	OCR has a trainer, for training sessions scheduled this year, in 2019 it will open to general university population. Suggested they be shuffled each year. One person on each team should have a science background. Shuffle in Q1 or Q2 of 2019	KF/DM

OHS Meeting Minutes

Chemistry Physics-Building | September 24, 2018 | C-4019

In Attendance: Nicholas Ryan, Kendra Whalen, Michael Yetman, Christopher Deacon, David Murphy, Adam Beaton, Jennifer Murray, and Nathalie Vanasse

Minutes:

- 1) The meeting was called to order at 2:34 PM on September 24, 2018 in C-4019.
- 2) The lab seating item on the "Minutes Report Form" that was completed for the previous meeting is possibly inaccurate. It was decided to defer acceptance of these minutes until the issue is investigated. **Kendra will check to see what Chemistry undergraduate labs were measured by St. John's Regional Fire Department.** In the previous minutes, it was stated that C-3046 was measured for occupant capacity (along with C-2016 and C-2025) but it possibly was not.
- 3) A safety moment on fire alarm evacuation time was presented by Nick.
- 4) Kendra presented the updated health and safety stats package to the committee. She also reviewed the incidents received for this building:
 - Ceiling leak in corridor by C-2040A (now fixed)
 - A grounds worker (student) was struck in the ankle by a rock from a lawn mower
 - Mouse droppings were noticed in C-3036 (FM informed of this)
 - In a teaching lab on the 5th floor, an instrument used by a graduate student was left in an unsafe condition. The supervisor of the student has been made aware of the issue. **Kendra will attempt to get additional information from the supervisor.**
- 5) Kendra inquired about the policy that no extension cords longer than 6' be in use. This was put in place by FM. FM advises if a 6' length cord will not suffice they should be contacted.

All fire extinguishers that were in fume hoods have been removed. Pat St. Croix advises if there is a risk of fire in a fume hood, a suppression system or external hand-held extinguisher should be used.
- 6) Quarterly inspections are completed and reports have been received from all floors.
- 7) a) **Nick will contact the bookstore and request that a sign be placed by the pharmacy jackets stating that they are not suitable PPE for undergraduate science labs. He will also send a message to the lab instructors in chemistry reminding them to be on the lookout for students wearing pharmacy coats.**
- 7) b) (PPE not being worn by graduate students in some research labs – Edit by Kelly). EHS has a "roles and responsibilities" presentation that might help alleviate this issue. **Kendra will offer to present this to graduate students in Chemistry, Physics, and CREAT.** Christina Bottaro would be the person to contact to arrange the Chemistry presentation.

- 7) c) A letter from an employee who wishes to remain anonymous was received by David Murphy. The writer expressed a concern about a lack of appropriate supervision in some undergraduate labs undermining lab safety. **Kendra will review best practices at other universities for student to lab instructor / TA ratio.** The employee has made a formal complaint to their supervisor. **David will let the writer of the letter know what that Kendra is going to review best practices at other institutions and we will discuss the findings at a future meeting.** It was suggested that the writer of the letter should keep all documentation of communication to and from the supervisor regarding this issue.
- 7) d) It was decided that discussion of this item be deferred until next meeting when Kendra knows out what rooms were measured by SJRFD to determine maximum capacity.
- 8) It was suggested that the committee implement a policy for guests to sit in on meetings. They will no longer be allowed to sit in without prior approval. This policy can be placed in the committee terms of reference. The issue is committee members' comfort in speaking freely at meetings. It was suggested that, in the future, guests will have to send a request to one of the co-chairs. The co-chair will inform all of the committee members of the request at least 2 weeks prior to the meeting.

It was noted on inspections that most of the custodial closets do not have proper eye-washes.

- 8) a) OCR has a first-aid trainer. There have been 4 training sessions scheduled for this year. In 2019 training will open up to the general university population. Training will not be free. There needs to be cost recovery.
- 8) b) It was suggested that teams and inspection areas be shuffled each year. There should be someone on each team who has a science background. Jennifer will let Kelly know that the teams should be changed in Q1 or Q2 of 2019.
- 9) The meeting was adjourned at 3:48 PM.