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

Date of Meeting (Y/M/D) 2019 / Sept. / 13 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>Colleen Banfield</u>	<u>Not yet completed</u>	<u>N</u>
CITY <u>PROVINCE</u> <u>POSTAL CODE</u>	<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>			
Date of next meeting (Y/M/D): <u>2019 / Nov. / 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>N</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 completed</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>Darrell Gosse, Dept. of Environmental Health &amp; Safety, MUN, Allison Eaton</u> <u>Stefana Egli, CREAT</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>1</u>
No. of workplace complaints/concerns received	<u>1</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: \_\_\_\_\_

Date: \_\_\_\_\_

Worker Co-chair Signature: Nicholas

Date: Sept 24, 2019

## PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Sept/19	Safety moment	Stefana spoke about using PPE, specifically gloves, for protection	N/A
Sept/19	Safety report from EHS representative	Issues that have been submitted since our last meeting and steps taken to address them. Unstable and potential mold on ceiling tiles, water on stairs, a finger was injured in a door.	N/A
Sept/19	Discussion of smoking near entrance to lot 5	Report of smoking near flammable storage units. There is no enforcement on campus re. smoking, but smokers can be spoken to.	N/A
May/19	Unresolved issue: Fire blankets in hallways	Kelly spoke with EHS, blankets are a redundancy and can be removed, up to depts to do so. Would be a cost for FM to remove. Tech Services could repair if depts wanted to keep them.	Departments
Sept/19	Workplace inspections	Reports have all be submitted but floor one. Inspection has been completed and findings will be submitted soon. KF to send findings to depts/FM as necessary.	Floor 1 team/KF
Sept/19	Sharps containers	Public sharps containers now listed on MUN campus map, mostly located in larger bathrooms where students may not use them because of privacy concerns. Discussion re. disposal of full containers. Kelly to email building re. labeling and disposal procedures.	KF
Sept/19	Roundtable	First aid: 9 responders in building, training for most expires soon. MUN still not offering training. Kelly has costing for group training. Will discuss with building occupants and try to set up a session. Question raised regarding who should pay. Decontamination policy: PIs must follow prior to submitting equipment to Tech Services. OHS Training: Will be offered soon for committee members who have not yet been trained.	KF N/A
		Next meeting: Nov. 15, 2019, 9:30 a.m.	

# OHS Committee Meeting Minutes

Chemistry Physics-Building | September 13, 2019 | Dean of Science Meeting Room

**In Attendance:** Nicholas Ryan, Darrell Gosse, Chris Deacon, Kelly Foss, David Stirling, Steve Ballard, Fred Perry, Jennifer Murray, Lisa O'Brien, Allison Eaton (guest), Stefana Egli (arrived at 9:54 AM)

**Regrets:** Shawn Wall

## **Minutes:**

- 1) The meeting was called to order at 9:33 AM on September 13, 2019
- 2) Shawn send along his regrets.
- 3) The minutes of the previous meeting were accepted by all in attendance.
- 4) Stefana spoke about the use of gloves for hand protection.
- 5) (Darryl) e-alerts submitted since our last meeting:
  - Unstable ceiling tiles
  - Ceiling tile showed signs of potential mold
  - Water on stairs posed slipping hazard
  - Worker had his had squat in closing door

There was discussion regarding individuals smoking near the entrance to the building off parking lot 5. Someone sent an e-mail to EHS complaining about this. Darryl recommended that employees should talk to the smoker and encourage them to stop. CEP can be called to deal with the situation but there are no consequences for not obeying the no smoking on campus policy.

- 6) EHS recommends that fire blankets and their cabinets, mounted in the corridors, be removed if they are in poor condition and not being maintained. The academic units / departments are responsible for maintenance costs associated with these fire blankets. It was suggested that the blankets be removed from their cabinets and signs be posted on the cabinets informing building occupants that they are not to be used. Also, it was suggested that perhaps the blankets should be repaired instead of removed. Technical Services can provide departments with a quote for the repair of the straps on the blankets.
- 7) The reports for all floors have been submitted, except for the floor that David Stirling's team was responsible for.
- 8) A diabetic student that was visiting campus asked Kelly if sharps containers were available for disposal of needles. Containers are present in the larger washrooms in the building but not in the small ones. The locations of the containers are now also noted on the online campus maps.

Jennifer commented that, during her inspections, she noted that sharps containers were overfilled in some labs and she asked what the disposal procedure was. The vast majority of sharps used in the building are chemically contaminated (not biologically contaminated) and

filled containers containing only chemically contaminated sharps can be given to stores for disposal. The container should be marked "Chemically Contaminated Sharps" and a list of the potential contaminants should be written on the label. Kelly said that she would send out a reminder e-mail to the building occupants outlining the labeling requirements and disposal procedures for sharps.

- 9) (Lisa) There are 9 responders for the building currently and the first-aid training for five of those people will expire in December 2019. Lisa was wondering who will pay for employees to be trained. Cost for training will be between \$50 and \$100 if we can get enough people to do it. We will also need a space. Meeting room in FM building and Earth Science student society room were both suggested as options. A time just prior to the Christmas break was suggested. Maybe December 16-17, 2019. If the committee feels that units shouldn't be responsible for paying for first-aid training, since it is a requirement as per the provincial OHS Act and Regulations, Daryl suggested that we bring this issue to a higher committee.

(Jennifer) There is a new decontamination policy / form that PI's have to follow prior to submitted equipment to Technical Services.

(Fred) is scheduled to do the OHS committee training soon.

- 10) The next meeting of this committee is scheduled for November 15, 2019 at 9:30 AM in C-2001.
- 11) The meeting was adjourned at 10:12 AM.