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

Date of Meeting (Y/M/D) 2021 / 09 / 27 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>			
CITY <u>PROVINCE</u> <u>POSTAL CODE</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>2021 / 11 / 12</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>Mark Downey</u>	<u>(Awaiting Training)</u>	<u>Y</u>
Telephone No.: <u>709.864.2019</u>	<u>Melanie Fitzpatrick</u>	<u>(Awaiting Training)</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.			
	Guest(s) <u>Darrell Gosse, Dept. of Environmental Health & Safety, MUN</u> <u>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>0</u>	No. of safety hazards identified <u>0</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: Kelly Foss
Date: Oct. 12, 2021

Worker Co-chair Signature: Mark Downey
Date: October 12, 2021

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Sept. 27	Regrets	Shawn	
Sept. 27	Expressions of thanks to committee members	Committee thanked member Fred for his participation.	
Sept. 27	Welcome new and returning members	Committee welcomed Mark (Physics), Melanie (Dean's Office) and Lisa (Physics). Kelly met with Physics head regarding adding members to the committee. Will look into additional members once we know who is moving into the building.	KF
Sept. 27	Minutes of last meeting approved	Moved by Jennifer and accepted.	
Sept. 27	Safety moment	Asbestos awareness.	
Sept. 27	Education	Issues reported since last meeting: 1) Moving boxes blocking doorways, 2) powered mercury spill, 3) helium burn	
Sept. 27	Unresolved issues	Kelly is looking for new first aiders and fire wardens.	KF
Sept. 27	Workplace inspections	Inspection teams were reconfigured and will do their inspections within the next two weeks.	All members
Sept. 27	Issues, complaints or suggestions	Complaints about students and drivers not paying attention in crosswalks, accessibility buttons regularly broken on front door, ramp to front entrance crumbling. Kelly to inspect ramp and report if necessary.	KF
Sept. 27	Roundtable	OHS training Oct. 21-22, Kelly to look into fire warden training. Individuals expressed interest in first aid training. Lisa investigating group training session at a reduced cost. Question raised about who is responsible for paying - units or university. Kelly inspected all the AEDs in the building. They are all up to date.	KF, LO
Sept. 27	Next meeting	Nov. 12, 2021	
	Next meeting		

CHEMISTRY-PHYSICS BUILDING OHS COMMITTEE

MEETING MINUTES – 27 SEPTEMBER 2021 – IN-PERSON, WEBEX

In Attendance:		Regrets:	
Kelly Foss	Co-Chair	Shawn Wall	
Mark Downey	(Acting) Co-Chair		
Lisa O'Brien	Guest		
Melanie Fitzpatrick			
Darrell Gosse	EHS		
Jennifer Murray	(via Webex)		

Location: Dean of Science boardroom C2001

MINUTES

1. Kelly Foss called meeting to order 0945
2. Regrets – Shawn
3. Recognition of contributions of former committee member Fred Perry
4. Welcome new and returning members (Lisa, Mark and Melanie)

Conversation around recruitment of additional committee members. Will double down once we know who is moving into the building. In the meantime:

Kelly met with Physics head Len Zedel to discuss adding Physics members to the committee

Sabrina – Tech Svs is on leave. Kelly will check when she returns to see if she is still interested in being on the committee

5. **Minutes of Previous Meeting** - Jennifer moved to accept minutes from meeting 14 May 2021 (virtual meeting)
6. **Safety Moment** – Jennifer Murray – presentation around Asbestos Abatement. Since campus is undergoing a lot of asbestos abatement Jennifer gave a PowerPoint presentation on where asbestos can be found and to what degree it's dangerous in the respective areas. It's an off-white, cream or grey fibrous silicate material, was once mined in Baie Verte, and is usually found in ceiling tiles, walls, flooring etc. but can also be found in equipment.

Darrell noted that Wanda Wilcox has been hired for the asbestos abatement team, she will answer questions and provide information. Kelly completed Memorial's asbestos

CHEMISTRY-PHYSICS BUILDING OHS COMMITTEE

MEETING MINUTES – 27 SEPTEMBER 2021 – IN-PERSON, WEBEX

awareness program to help identify asbestos and recommends it for all building occupants.

7. **Education** – Darrell – when reporting damage or a potential hazard, complete a work order form so that Facilities Management are aware of the issue and can schedule repair. Then send to MIMS (MUN Safe Reporting) to ensure EHS are aware of the issue.

Ensure, especially with the move to CSF, that boxes etc. are not blocking doorways.

Powered mercury spilled – cleanup was immediate

Employee suffered slight helium burn

8. Updates on unresolved issues

Kelly discussed current status of fire wardens and first aiders in the building. She is working to replace those lost to the new building.

9. Workplace Inspections

Teams of two formed for building as follows:

Melanie/Jennifer – floors 2 and 5

Lisa/Shawn – floor 3

Kelly /Mark – floors 1 and 4

Inspections will take place over the next two weeks. Kelly will assist Lisa while Shawn is on leave.

10. Complaints/Issues/Suggestions

Melanie – Crosswalks: students walking out without looking and drivers not stopping.

Chemistry/Physics building, accessible button has not been working, fixed now

CHEMISTRY-PHYSICS BUILDING OHS COMMITTEE

MEETING MINUTES – 27 SEPTEMBER 2021 – IN-PERSON, WEBEX

Concrete on Chem./Physics building ramp is crumbling, requires fix to maintain accessibility to building

11. Education and Roundtable

OHS Committee Training for anyone who has expired credentials or needs initial training, Oct. 21 and 22.

Fire warden safety training will be scheduled in the near future.

Mark interested in first aid training. Lisa and Donna have expired first aid training. Lisa is looking into a group training session that would also discount cost. Question around who pays for training, department or MUN

Kelly inspected the AED machines in the building and pads in two of three AEDs are good until 2025 with the exception of the one on the 4th floor. Those pads expire in 2022. Batteries in all AEDs are good until 2029.

12. Other business

Nothing as yet, everyone just back from COVID shut down

13. Next Meeting

Scheduled for 12 November 2021 but will reschedule due to Remembrance Day holiday on Nov. 11

14. Adjourned.