

Date of Meeting (y/m/d) 2022 02 22

**PART I - EMPLOYER**

WorkplaceNL Firm Number 940001

Site Number 27

<b>EMPLOYER (head office information)</b>			<b>EMPLOYER REPRESENTATIVES</b>		
Company name: <u>MEMORIAL UNIVERSITY OF NFLD &amp; LABRADOR</u>			Co-chair: <u>KELLY FOSS</u>		Certification Training #: <u>KEL7410059</u>
Mailing address: <u>PO BOX 4200 (CHEMISTRY/PHYSICS BUILDING)</u>			Co-chair Status: <input checked="" type="checkbox"/> Assigned <input type="checkbox"/> Acting		
<u>ST. JOHNS</u>	<u>NL</u>	<u>A1C 5S7</u>	<b>Members:</b>		
CITY	PROVINCE	POSTAL CODE	<u>LISA O'BRIEN</u>		Certification Training # <u>LIS7245988</u>
Employer site number/location: _____			<b>WORKER REPRESENTATIVES</b>		
Total number of employees on site: <u>100</u>			Co-chair: <u>MARK DOWNEY</u>		
Telephone number: <u>709 864 2978</u> Fax number: <u>709 864 3702</u>			Certification Training #: _____		
Date of next meeting: <u>2022 05 19</u>			Co-chair Status: <input type="checkbox"/> Assigned <input checked="" type="checkbox"/> Acting		
YEAR MONTH DAY			<b>Members:</b>		
Seasonal shut down start date: _____			<u>MELANIE FITZPATRICK</u>		Certification Training # _____
YEAR MONTH DAY			Guests: <u>Darrell Gosse, EHS, MUN</u>		
Seasonal shut down end date: _____			_____		
YEAR MONTH DAY			_____		

**PART II - OH&S ACTIVITY**

<b>Since last meeting indicate the following:</b>		<b>From this meeting indicate the following</b>	
No. of workplace inspections conducted:	<u>4</u>	No. of safety hazards identified:	<u>0</u>
No. of workplace complaints/concerns received:	<u>0</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>3</u>
No. of right to refuse work situations:	<u>0</u>		

**PART III - SUMMARY OF MEETING**

ITEMS FOR FOLLOW-UP SHOULD BE CARRIED FORWARD AT EACH MEETING UNTIL SUCH TIME AS THE ITEMS ARE COMPLETE

ITEM DATE	ITEM(S)	SOURCE	CATEGORY	CAUSE(S)	RECOMMENDATION(S)	ACTION	DATE FORWARDED TO EMPLOYER	RECOMMENDATIONS IMPLEMENTED Y/N (date)	RESOLVED		
									Yes	No	
1. Feb, 22/22	FIRST AIDER LIST NEEDS UPDATING	Other	Other	WE HAVE LOST A NUMBER OF FIRST AIDERS TO THE NEW BUILDING.	KELLY TO REACH OUT TO UNIT IN BUILDING TO REQUEST MORE FIRST AIDERS BE TRAINED.					Yes	✓
2. Feb, 22/22	SPILL KITS MISSING ITEMS	Workplace Inspection	Other	SPILL KIT MISSING LITMUS PAPER AND SOCKS TO CONTAIN SPILLS	KELLY TO CONTACT PHYSICS TO SEE IF THEY WILL ORDER REPLACEMENT ITEMS.					Yes	✓
3. Feb, 22/22	ITEMS LEFT BY CHEMISTRY	Workplace Inspection	Housekeeping	THERE ARE A NUMBER OF ITEMS ON THE 4TH AND 5TH FLOORS LEFT BEHIND AFTER MOVE TO NEW BUILDING. (GLASS, TEXTBOOKS, REFRIGERATOR, ETC.) CUSTODIAL STAFF NOT RESPONSIBLE FOR REMOVAL.	KELLY TO CONTACT CHEMISTRY HEAD TO HAVE THESE ISSUES ADDRESSED.					Yes	✓

Manager Co-chair: KELLY FOSS Date Approved: 2022 03 01 Worker Co-chair: MARK DOWNEY Date Approved: 2022 03 01

YEAR MONTH DAY YEAR MONTH DAY