

**Minutes of the Memorial University &
Memorial University of Newfoundland Faculty Association
Joint Occupational Health & Safety Committee (JOHSC) Meeting**

Tuesday, February 1, 2011

**2:00 p.m.
Room: C-2001**

Present: Dr. George Jenner, MUNFA Representative; Dr. Barbara Neis, MUNFA Representative; Dr. Sevtap Savas, MUNFA Representative; Mr. Ian McKinnon, MUN Representative and Co-Chair; Ms. Tina Mulcahy, MUN Representative; Dr. Mark Abrahams, MUN Representative; and Ms. Sheila Miller, Director, Department of Health & Safety;

Minutes taken by: R. Kelly

1. The Agenda was approved and submitted.
2. The Minutes from the September 29, 2010 meeting were reviewed – Mr. McKinnon moved and Dr. Jenner seconded the motion for approval.
3. Committee Membership – Mr. McKinnon welcomed Drs. Abrahams and Savas as new members to the JOHS committee.
4. MUNFA Co-chair – Mr. McKinnon asked the MUNFA representatives if they had decided who will be their co-chair for the committee. The three members indicated that they will decide and have a co-chair for the next meeting of the committee.
5. Update on items “for Action” from September 29th meeting:
 - a) Tier I / Committee Structure / Government Issue – The Terms of Reference (TOR) have been approved by committee members, the policy is now in draft format. The Policy Office will format the draft and when completed it will go to the University community for consultation. A number of Tier III committees have been established. More focus is on the smaller buildings to set up committees (ie. Hatcher House, Coughlan College, Clark Place). Looking at March 2012 to have all the Tier III committees in place and a TOR established.
 - b) Bike Safety – Mr. McKinnon and Dr. Gendron have met with the ASM regarding the issue of parking area that he feels is still dangerous for bicyclists. Mr. McKinnon indicated the committee would forward this concern to the Tier I committee to see if that problem area of parking spaces could be allocated to the new parking garage, as everyone is aware that not enough parking is an issue on

campus, or maybe the Tier I committee will be able to bring forward the need to have bike lanes established across the campus.

- c) Air Quality Testing – Ms. Miller informed the committee that her department and Eastern Health OHS office are in the process of rewording/updating the service agreement between Eastern Health and Memorial. She is looking at the rewording around the notification process with regard to air quality testing.
- d) 4 Clark Place – Ms. Miller informed that Newalta has been notified to remove the chemicals; the necessary permit has been obtained to have it disposed of at Robin Hood Bay. She will check to see if the removal has been done.
- e) Clarification on WHMIS Requirement for Undergraduate Courses – The WHMIS Course Number is Safety 1000 which consist of both a WHMIS and a lab component. The Registrar’s office will probably make it a co-requisite course for the courses that require WHMIS. The format for the Winter semester was changed to slides instead of googling the answers. Ms. Miller indicated that it will be refined again as difficulties arise, her department is also looking at offering in for the Spring/Summer semester. Again she mentioned that the course is open to all people interested in doing the course. She said if anyone have problems with registration they can contact her office and they will be registered. Dr. Abrahams indicated that he has asked his undergrad student to look at the course and possibly come up with a method to refine the process of the course content.
- f) Hurricane Igor – The committee sent a letter to Ms. K. Alexander, Emergency Management Coordinator regarding their concerns. Ms. Alexander responded. Dr. Jenner indicated that the traffic issue was not really addressed. Is it a possibility to have the Tier I committee take this issue further. There was discussion that the closure was not timely, and how the procedure for closing seems to be centred on class cancellation and not the university community closure. This is a health and safety issue for everyone and not just the students. Ms. Miller indicated she would approach Marketing and Communications about the wording of closure of the University.

6. New Business

- i) Incident Report – Ms. Miller gave out a new updated report for review. She indicated that Ergonomic Assessments have transitioned to her department as of January 24, 2011. Ms. Erin Bradbury is the contact person for the assessments; anyone who would like an assessment can go to the Health and Safety department website and complete a request for one.
- ii) Smoking in Front of the QE II Library – Dr. Jenner informed the committee that a Librarian asked him on how to control this issue and who they would report this issue to. Ms. Miller said that the smoking policy is under review and a draft will be sent out to the University community for consultation in the near future. She is

hoping the Board of Regents will approve this policy in May and implement it in June.

- iii) Asbestos Abatement at OSC – It was brought to the committee’s attention that the e-mail notice for the abatement was sent out after it had started. Dr. Abrahams indicated that the faculty sometimes have internet difficulties at the OSC, he will check and see if there was a technical problem in regards to not receiving the email notification. Ms. Miller indicated that Facilities Management make the decisions on when the maintenance issues are carried out, she will check and see if protocols were followed.

7. Other Business

- i. Dr. Savas informed the committee that she received her certification in December.
- ii. Dr. Savas had a couple of concerns, she enquired as to whether the water quality has been checked at the Health Science. Dr. Savas, also, noted that housekeeping are not using gloves for dumping garbage, and that the countertops are cleaned with the same cloths this may be harmful to their health and safety – perhaps housekeeping may need additional training. Dr. Savas indicated that the First Aid Kits are very old and do not have the required items in them, how would she go about getting these kits restocked. Ms. Miller said for her to contact Mr. Roger Ludlow, Facilities Management, he will replace the items.
- iii. Wireless Network – Concerns were raised about the electromagnetic radiation that is given off by all the laptops being used during classes and the university is looking at expanding wireless availability. Dr. Jenner informed that CAUT have information about this concern and he will follow up with Ms. Lozanski about it.
- iv. Dr. Neis brought up concerns about faculty working alone late at night on campus or at Clarke Place.

Next Meeting

Target for two months.

Adjournment

Meeting adjourned at 3:30 p.m.