

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

**Friday, May 20, 2011**

**10:30 a.m.  
Room: C-2001**

**Present:** Dr. George Jenner, MUNFA Representative and Co-Chair; 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;

**Apologies:** Ms. Sheila Miller, Director, Department of Health & Safety;

Minutes taken by: R. Kelly

1. The Agenda had one item added to the Other Business section, it was approved and submitted.
2. The Minutes from the February 1, 2011 meeting were reviewed – Mr. McKinnon moved and Dr. Jenner seconded the motion for approval.
3. MUNFA Co-Chair – Mr. McKinnon welcomed Dr. Jenner as the new Co-Chair of the Joint Occupational Health and Safety Committee.
4. Update on items “for Action” from February 1<sup>st</sup> meeting:
  - a) Tier I & III Committee Updates – At the present time there are 30 plus committees and 29 working representatives at the Tier III level.
  - b) 4 Clark Place – Carry forward.
  - c) New Smoking Policy – Carry forward.
5. New Business
  - i) Incident Report – Carry forward.
  - ii) SN-1069 – Dr. Abrahams updated the committee that a stop work order was issued for this laboratory from the Provincial Occupational Health & Safety office. He informed that there have been ongoing issues with this lab emitting odours; remedial work and testing are ongoing to discover what is causing the odours. The surrounding areas are affected by the odours but they are still

operational. Dr. Jenner asked to be copied on any correspondence pertaining to this issue.

- iii) Laboratory Safety Management System (LSMS) – Two lab safety information sessions were held on May 17 to outline the LSMS which will enable all laboratory owners to comply with orders that have been issued by the Provincial Occupational Health and Safety Inspection Branch. Phase 1 is the development stage which is almost complete; Phase 2 is Implementation; and Phase 3 is Auditing/Assurance.
- iv) Faculty Working Alone Late at Night – A discussion was had about having people aware of the Working Alone Policy. The policy regarding this is located on the Health and Safety website ([http://www.mun.ca/health\\_safety/procedures/S-014\\_Working\\_Alone.pdf](http://www.mun.ca/health_safety/procedures/S-014_Working_Alone.pdf)).

## 6. Other Business

- i. Meeting Scheduling – Dr. Neis brought up about scheduling future meetings by using the Doodle Calendar. Mr. McKinnon indicated he would look into this.
- ii. Dr. Savas brought to the committees attention that ceiling tile on the 5<sup>th</sup> floor of the Faculty of Medicine in the Health Sciences building disintegrated and was about to fall on the floor, this was reported but it was not taken care of or followed up. Mr. McKinnon informed that Eastern Health is responsible for the interior of the building whereas the University is responsible for the exterior of the building. A joint services agreement is in place that deals with maintenance issues.

## **Next Meeting**

## **Adjournment**

Meeting adjourned at 11:30 a.m.