

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

**Tuesday, June 29, 2010**

**3:30 p.m.**

**Room: A-3033**

**Present:** Dr. Robert Gendron, MUNFA Representative and Co-Chair; Dr. George Jenner, MUNFA Representative; Dr. Barbara Neis, MUNFA Representative; Mr. Ian McKinnon, MUN Representative and Co-Chair; Ms. Tina Mulcahy, 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 March 30, 2010 meeting were reviewed and approved.
3. Update on items “for Action” from March 30<sup>th</sup> meeting:
  - a) Tier I / Committee Structure / Government Issue – Mr. McKinnon informed that a couple of meetings have already occurred and that the next meeting will be after August when summer holidays are over. Ms. Miller indicated that the Health Science Centre committee are ready to go there are two representatives from each unit for a total of 12 members {Animal Care, Campus Enforcement, Library, Medicine, Nursing & Pharmacy}. Nine people have volunteered for the Site Committee and the Tier 1 roles and responsibilities have been identified.
  - b) Status of University Bio-Safety Committee – Dr. Gendron asked Ms. Miller if the committee had met recently. She said that they have held a couple of meetings to review 45 Bio-Safety application renewals. Most of the permit applications have been dealt with, except for a few that required more information. All permits end on the same date and that the committee may have to look at staggering permit end dates. Their next meeting will be held early fall. Dr. Rod Russell, Faculty of Medicine, is the chair of the Bio-Safety committee. Ms. Miller indicated that as chemicals are reviewed by her department there may be more permits required to use them. The Terms of Reference have not been completed yet.
  - c) Bike Safety – Dr. Gendron mentioned that there is a lot of activity ongoing at the Faculty of Medicine with the construction of a new building and how it might impact any biker safety issues. Mr. McKinnon informed everyone that the committee has not received a response to their letter, from October 2009,

enquiring about plans for biker safety from the Sustainability Office. He and Dr. Gendron will send another letter to the Sustainability Officer and copy the Director of Facilities Management regarding this matter.

- d) SN-4036 Issues and Routine H & S Inspections – Ms. Miller informed the committee that the issue has been resolved. The clutter of boxes and papers has been removed from the office.
- e) Terms of Reference (revisit) – Mr. McKinnon indicated that at the moment the TOR did not need to be changed, maybe in the future they will need to be reviewed when the Site Base committee is up and running.

Ms. Miller indicated in reference to the Terms of Reference that Incident Reports should be a standard Agenda item.

#### 4. New Business

- i) Air Quality Testing – Mr. McKinnon asked about air quality testing and Ms. Miller responded that Ms. Knight, the OHS Safety Officer, has started testing this month and she will be conducting a couple of tests in each area to have a better sampling report to draw from. Reports will be directed to MUNFA.
- ii) Health and Safety Costs – Dr. Gendron asked how costs associated with dealing of health and safety issues and how it is configured with investigators, grant holders, infrastructure, etc. How are they distributed – there is only so much that can be covered when applying for grants. Ms. Miller has had discussions with the Vice-President (Research) about health and safety costs as a starting place for this concern. She mentioned that a percentage of indirect funding is supposed to be for costs. She has a meeting scheduled with the Associate Director of Budgets to see who pays these costs. Ms. Miller indicated that this could be a Tier 1 concern.

Dr. Jenner enquired as to whom pays for the labels placed on chemicals in the labs. Ms. Miller responded that her office supplies the labels as inspections are completed and materials are marked and labelled. MUNFA sent an IBE to its members to make them aware of labelling of chemicals. Ms. Miller indicated that when the Chemical inventory is completed and ready for on-line the ASM's will be more aware in regards to WHMIS procedures.

Number four (4) Clark Place still has a lot of chemicals and someone needs to have a look at it. Ms. Miller responded that she will send an email to have an inspection carried out.

- iii) Henrietta Harvey 3<sup>rd</sup> Floor – An ASM had reported volatile smells and as a result had to seek medical attention. Ms. Miller was made aware of the issue and had Mr. Jeff Daniels, Health and Safety Advisor, from her department conduct testing. New flooring had been installed; a meter reading did not show anything. The off-

gassing from the glue used in the flooring was the probable cause and the smell should be gone in a couple of days. Dr. Gendron mentioned that the division head offered the ASM another workspace to use until the smell was gone. He will follow up with the ASM and Mr. McKinnon indicated that he would be available to go and inspect also.

5. Other Business

No new business was brought forward.

**Adjournment**

Meeting adjourned at 4:34 p.m.