

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

Friday, September 23, 2013

2:40 p.m.

Room: C-2001

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

Regrets: Dr. Barbara Neis, MUNFA Representative and Ms. Tina Kielly, MUN Representative

Minutes taken by: R. Kelly

1. The Agenda – Dr. Jenner moved to have agenda approved, Dr. Abrahams seconded the motion.
2. The Minutes from the April 19, 2013 meeting were reviewed, Dr. Jenner moved and Mr. McKinnon seconded the motion for approval.
3. Update on items “for Action” from April 19th meeting:
 - a) Tier I & III Committee Updates – The Tier I committee last met in June, the “Slips, Trips and Falls Program” was launched in the Spring/Summer semester and another one is scheduled for October in this semester. The campaign is to create more awareness so that the University community will report incidents as they happen. Ms. Miller distributed a report on the Tier III committees and indicated that for the next meeting she would have an update on how many committee members have completed training. Discussion was had about how to access the minutes from the Tier III committees.
 - b) Facilities Management/ Renovations at Queen’s College – Morrison Herschfield have been engaged to review and investigate the renovations to Queen’s College. The report is expected to go to the sub-committee at the end of November. This report will present “Lessons Learned” with respect to future renovations on University buildings.

4. New Business

- i) Incident Report – Ms. Miller indicated that both the number of incidents and lost time incidents has increased.

5. Other Business

- i. Asbestos Surveys – Ms. Miller indicated that a presentation will be ready to upload to the department of Health and Safety website by the end of September, except for the Arts and Administration building. When this report is completed it will be uploaded to the department website.
- ii. Chemical Inventory email – There were some questions as to how the on-line Chemical inventory system will work. There were problems with accessing the website and viewing the training video. Ms. Miller indicated that when the website is up and running it will have a complete catalogue of inventory and that a faculty member will be able to update their data as it is used and refurbished. The inventory count begins on the 30th of September and should take six (6) weeks to complete. This Chemical inventory system will be leading the way for other universities.

Adjournment

Meeting adjourned at 3:15 p.m.

Next Meeting