

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

Wednesday, September 29, 2010

9:30 a.m.

Room: AA-5014

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 June 29, 2010 meeting were reviewed – G. Jenner moved and R. Gendron seconded the motion for approval.
3. Update on items “for Action” from June 29th meeting:
 - a) Tier I / Committee Structure / Government Issue – The committee will meet every three (3) weeks, the day may change with the beginning of a new semester and teaching schedule. The roles and responsibilities have been discussed and a document is ready for review at the next meeting. Once the central committee have reviewed the initial draft policy a request will go to the Policy Office to bring forward to the BOR.
 - b) Status of University Bio-Safety Committee – The committee is meeting in the month of October. Dr. Gendron asked if there was an active clinician as a committee member. Ms. Miller will send a list of the members to Dr. Gendron.
 - c) Bike Safety – Mr. McKinnon informed the committee that another letter was sent to the Sustainability Office and he had been talking to Mr. Miles, Director of Facilities Management. There was some action taken to ensure biker safety. Dr. Gendron had been in touch with the ASM who had concerns about this issue and he is willing to speak with Mr. McKinnon, Dr. Gendron and Mr. Miles regarding the area that he feels is still dangerous for bicyclists. Ms. Miller will check her office files to see if she has a report concerning this incident.
 - d) Air Quality Testing – Mr. McKinnon brought up that he had received the completed Air Quality report from the Health and Safety Department and

forwarded to the committee members. Dr. Gendron mentioned that communication is still an issue at the Health Science. With the construction on the go there, staff have only one entrance to access. He said that there was a tented area in this entrance and that there wasn't any signage to indicate what was taking place. Ms. Miller informed the committee that Eastern Health does not send any notices (via e-mail or hard copy) in regards to asbestos abatement. She has asked the Asbestos Management Coordinator at Eastern Health to notify her office when any work is taking place so that she can notify all Memorial people in regards to these issues. She will follow up again with the Asbestos Coordinator at Eastern Health.

- e) Health and Safety Costs – Ms. Miller indicated that she did meet with the Associate Director of Budgets, the Dean of Science and the Director of Technical Services regarding H & S costs. The Vice-President (Research) has a certain amount of money for indirect costs {i.e. H & S costs} in his budget. The Director of Technical Services, Mr. Meaney, will follow up with the Vice-President (Research) about this.
- f) 4 Clark Place – Ms. Miller informed after an inspection was completed by her department it was found that there were chemicals in the garage. Her office is waiting on a permit from the city to have them disposed of at Robin Hood Bay.
- g) Henrietta Harvey 3rd Floor – Mr. McKinnon asked Ms. Miller about the flooring issue. She indicated that the off-gassing was from environmental friendly glue and that the smell is completely gone.

4. New Business

- i) Incident Report – Ms. Miller reviewed the current Incident Report. Dr. Neis asked if ergonomic assessments were listed in the incident report and if not how are they reported. Ms. Miller informed that ergonomic assessments will transition to her department and they will encourage all interested parties to complete incident reports in order to track the assessment requests.
- ii) JOHSC Membership – Dr. Gendron asked why MUN does not have a dean or director on the committee and would it be possible to have it brought forward at a Dean and Directors meeting. Mr. McKinnon mentioned that he has made contact requesting someone to volunteer for the committee but no one came forward. Mr. McKinnon indicated that he will bring this concern forward and hopefully will have something in place for the next meeting.
- iii) Clarification on WHMIS Requirement for Undergraduate Courses – Dr. Jenner asked about why students now have to have a WHMIS course completed before taking lab courses. Ms. Miller indicated that this semester was the first time that her office offered this course as a web-base course which takes three and one half (3½) hours to complete. Ms. Miller brought up that WHMIS legislation has been around since the 80's and that anyone dealing with materials/chemicals should be

aware on how to handle them. The information requirement for this course was emailed to all Academic Deans and Directors who forwarded this info to all Heads and then forwarded to the people in their departments. Ms. Miller indicated that communication regarding this web-based course will be different the next time it is offered. The Registrar's Office will help her department in identifying the groups that will require this training. WHMIS is required for certain courses. Dr. Jenner asked if WHMIS is available to faculty. Ms. Miller mentioned that the course will be re-opened when registration starts for the next semester and any interested people will have to notify her office in order to access this course. Senate – Ms. Singleton, Deputy Registrar, will assist for this to be brought before the Senate to make it mandatory for next year.

5. Other Business

Dr. Jenner brought up on how the City of St. John's and the University did not facilitate the transportation in and around the University last week during Hurricane Igor and afterwards; and how very dangerous it was faculty, staff and students {that classes should have been cancelled} with so much debris flying around on the actual day and that all the traffic lights were not functioning at all for a few days after the hurricane. Dr. Gendron asked if the University had a master plan in dealing with this type of event. Mr. McKinnon and Dr. Gendron will send a letter to Ms. Karen Alexander, Emergency Management Coordinator addressing the committee's concerns regarding what happened during and after Hurricane Igor.

Next Meeting

Early January.

Adjournment

Meeting adjourned at 10:45 a.m.