

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

**Wednesday, September 2, 2015**

**9:30 a.m.**

**Room: C-2001**

**Present:** Mr. Ian McKinnon, MUN Representative and Co-Chair; Dr. Mark Abrahams, MUN Representative; Dr. Stephan Curtis, MUNFA Representative and Co-Chair; Ms. Stacey Penney, MUNFA Representative; Ms. Barbara Battcock, Associate Director, Environmental Health and Safety; Mr. Mark Bailey, Health and Safety Advisor, Environmental Health and Safety.

Regrets: Dr. Alan Hall, MUNFA Representative

Minutes taken by: R. Kelly

1. The Agenda – Dr. Curtis motioned for agenda approval; Mr. McKinnon seconded.
2. The minutes from the April 15, 2015 meeting were reviewed; Dr. Curtis moved for approval with amendments and Mr. McKinnon seconded the motion. Ms. Battcock asked that in future to have “Safety Talk” a one 1 minute topic placed on the agenda.
3. Update on items “**for Action**” from April 15, 2015 meeting:
  - a) Tier I & III Committee Updates – The Tier I committee have an initial proposal titled “Designated Authority (DA)” for review from the Office of the Chief Risk Officer (OCRO) in which it proposes the assignment of a senior administrator for each workplace to help address health, safety, security and risk (HSSR) concerns. Mr. McKinnon will send the proposal to the committee members to review.  
  
Tier III – at the July Tier I meeting approval was given for some smaller building base committees to be amalgamated. The notice regarding this approval should circulate in mid September.
  - b) Incident Management System – Memorial’s Incident Management System (MIMS) update (January – June 2015) was presented to the Board of Regents in

August. The pilot project was implemented in November, 2014 and users have been increasing now that everyone has access to the E-alerts. Dr. Curtis asked if it was possible to have a printed summary of incidents for ASMs and for feedback as to what happened on any incidents that were reported from the April 15<sup>th</sup> and to today's update. Ms. Battcock will send summary to the committee.

- c) Unsafe Electrical Outlets in the Department of History – this issue has been resolved.
  - d) Tunnel System Health and Safety Inspections – Drs. Curtis, Hall and Mr. Bailey completed a tour of the tunnels.
4. New Business
- i) Incident Reports – were covered in the MIMS update.
  - ii) Drinking Water Issues – Discussion was had regarding the recent water issues and protocols will be approved by the Tier I Committee on how to go about regular testing.
  - iii) The Proposed Demolition of the Pedway from the Chemistry to Earth Sciences buildings – Discussion was had about the demolition of the Pedway and on how there was very little consultation with the departments that will be affected by this demolition. Concern was raised about the transportation of chemicals and equipment between the Earth Sciences and Chemistry buildings.
  - iv) The Wall in the History Seminar Room and Numerous Places on Stairwells that are still covered in Plastic and Duct Tape after 4 years – Mr. Bailey contacted Facilities Management on this matter and was informed that at the present time unless it is a major issue the money isn't there to fix this issue. If a work order is placed by the department to have this matter repaired than the money will come out of the Department of History's budget.
  - v) Asbestos abatement work being done without any signage on exterior doors – Dr. Curtis indicated that when asbestos abatement work was started in the hallway of the History department he found that there was very little if any communication/posting about the ongoing work. When he called Facilities Management (FM) he was informed that it was not FM's responsibility to make people aware of the abatement.

## 5. Other Business

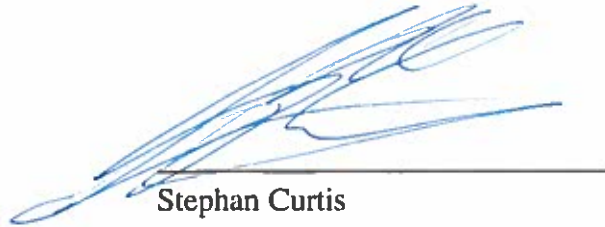
- i) Signage by Water Fountains – Discussion was had about signage placed throughout the Arts and Administration building indicating that the water was safe to drink and that on the first floor signage indicated that the water needed retesting there wasn't proper signage posted about this.
- ii) Water Fountain near A-2050 – Dr. Curtis had concerns that this fountain looked almost disconnected and that water could still be taken from it but then it flowed directly on the floor. A garbage bag was placed over the fountain so it couldn't be used. Mr. Bailey said he would look into this to see if anything could be done about the fountain.

## 6. Next Meeting



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Ian McKinnon  
MUN Representative Co-Chair



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Stephan Curtis  
MUNFA Representative Co-Chair