



Occupational Health & Safety Committee Meeting Minutes

Faculty of Engineering and Applied Science
Memorial University of Newfoundland

Location: S.J. Carew Building, Room EN-4002
Date: Friday February 17, 2017
Time: 2:00 p.m. to 4:00 p.m.
WHSCC: Firm Number 94001
Site Number: TBD

Present:

Barb Elliott, Co-Chair:	Senior Administrative Officer	170795
Ken Snelgrove, Co-Chair	Faculty	170806
Darryl Pike, Secretary:	Laboratory Services Officer	168776
Andrew Draskoy	Computer Science	202737
Andy Fisher:	Associate Dean (Undergraduate)	173091
Craig Mitchell:	Technologist	XXXXXX
Mark Kieley	Technical Services	202734
Dennis Cramm:	Manager, Technical Services	168792
Lori Hogan:	Laboratory Instructor	XXXXXX

Regrets:

Salim Ahmed:	Faculty	168790
Jason Parsons:	Custodial Services	191172

Guest:

Darrell Gosse Department of Environment, Health and Safety (DEHS)

1) Courtesies/Regrets/Conflicts of Interest:

- a. Courtesies:
 - i. Everyone welcomed.
- b. Regrets:
 - i. See Above.
- c. Conflicts of Interest:
 - i. None.

2) Approval of Agenda:

- a. Approved without any changes.

3) **Approval of the minutes from previous meeting:**

- a. Meeting Date Friday, November 18, 2016
- b. Minutes were approved with no changes.

4) **Correspondence:**

- a. WorkplaceNL: Letter dated January 30, 2017.
 - i. The Faculty's documentation is already compliant with the requirements.

5) **Matters of Concern and Updates:**

a. Annual Building Inspection:

- i. ISSUE:
 - i. The Engineering building needs to be formally inspected each year.
- ii. ACTION:
 - i. 2016 inspection completed in August.
- iii. UPDATE:
 - i. Items being addressed.
- iv. STATUS:
 - i. In-Progress

b. Fork Lift Safety

- i. ISSUE:
 - i. Forklift being driven too fast in the corridors.
- ii. ACTION:
 - i. DEHS received complaint; FEAS forwarded Forklift policy and procedures and updated policy to reflect operations.
- iii. UPDATE:
 - i. Policy being reviewed by AF and DP.
 - ii. New signage will be posted in the Structures Lab.
- iv. STATUS:
 - i. In-Progress

c. First Aid Standard Training

- i. ISSUE:
 - i. Faculty needs to provide first aid at their worksite and ensure that all 4 floors are adequately covered.

ii. ACTION:

- i. DP to post Active First Aid Responders (FAR) on each floor. The second revision has been printed and not yet posted.
- ii. We need to have at least one more FAR from the second floor.

iii. UPDATE:

- i. Second Floor FAR has been secured.
- ii. DP to update FAR list and post.

iv. STATUS:

- i. Completed.

d. Safety Issues: Washroom

i. ISSUE:

- i. There was an occupant of the S.J. Carew building that fell in one of the washrooms.

ii. ACTION:

- i. The committee that was developed to review ratio of male washrooms to female washrooms when taking into consideration the current number of male versus female students enrolled will also look into accessibility concerns for the washroom facilities in the S. J. Carew building

iii. UPDATE:

- i. Meeting was held, Facilities Management to provide recommendations to FEAS on the appropriate number of washrooms that should be available for the current student enrollment and also to provide recommendations on accessibility.

iv. STATUS:

- i. In-Progress.

e. Computer Science Smoking Concern

i. ISSUE:

- i. Smoking outside CS windows on the west end of the S.J. Carew building.

ii. ACTION:

- i. ADraskoy e-alert sent, however, no response. DGosse, please contact Kendra Whelan for next steps.
- iii. UPDATE:
 - i. The winter is upon us, no one is outside smoking and the concern now is a non-issue.
- iv. STATUS:
 - i. Completed/Postponed.

f. Solder Station Fumes

- i. ISSUE:
 - i. Solder station fumes. This may be a potential health hazard.
- ii. ACTION:
 - i. FEAS has fume hood extraction units installed by the ECE soldering stations in EN-1038A. It appears that the students may not be using them correctly.
 - ii. We need to educate students, advise instructors, technologists and implement measure so that this is remedied.
 - iii. AFisher to follow-up.
- iii. UPDATE:
 - i. AFisher discussed this matter with the TA. Technologists and graduate students.
- iv. STATUS:
 - i. Completed.

6) Safety Inspection:

- a. In 2016, there were several safety inspections conducted. Accreditation Lab Reviews completed(x2), plus DEHS has conducted several lab inspections.
- b. In 2017, the lab safety inspections will continue.

7) WHSCC Review

- a. All concerns/issues rectified.

8) Matters Rising:

- a. **None to report.**

9) **Other Business:**

- a. Inlusiveness: The committee received a request to promote inclusiveness and provide more engagement to the S.J Carew building occupants. It was determined that promoting inclusiveness is not the mandate of this committee. BE was asked to bring this issue to the Faculty Management Group to consider how inclusiveness could be promoted effectively through the building.
- b. AED: DG pointed out the AED children Pedi Pads are expired in the AED units. DG advised the committee that they are not going to be replaced because DEHS has determined that cost of the Pedi Pads is high and the risk is extremely low for the potential need of using the Pedi Pads.
- c. Door 19: The area immediately outside of the emergency exits needs to be cleaned up. DP to address.
- d. Wind Tunnel Egress: Shock absorbers are being installed and this will keep the wind tunnel access door open without having to use a wooden pole.
- e. Student fall in wave tank: A student fell in the wave tank while working on a research project. The technicians assisted the student out of the water, dried him off and have completed the Accident/Incident Report form for review by the ONAE department head and forwarding to EHS.

10) **Adjournment and next meeting.**

- a. Motion to Adjourn.