



EMAIL FORM TO:
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**Occupational Health & Safety
 Minutes Report Form**

Date of Meeting (Y/M/D) 2022 / 02 / 17 WorkplaceNL Firm Number 94001 Site Number 31

PART I – Employer

Employer (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: <u>Memorial University of NL</u>	Co-chair: <u>Barb Elliott</u>	<u>BAR6574987</u>	<u>Y</u>
Mailing address: <u>240 Prince Philip Drive</u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>		
St. John's NL A1B 3X5	Members: <u>Dennis Peters</u>	<u>DEN6670168</u>	<u>Y</u>
CITY PROVINCE POSTAL CODE	<u>Dennis Cramm</u>	<u>DEN6348962</u>	<u>Y</u>
Worksite street address: <u>Same</u>	<u>Lisa Cook</u>	<u>LIS8348155</u>	<u>Y</u>
Total number of employees on site: <u>150</u>			
Date of next meeting (Y/M/D): <u>2022 / 04 / 21</u>	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down start date (Y/M/D): <u> / / </u>	Co-chair: <u>Ken Snelgrove</u>	<u>KEN6385503</u>	<u>Y</u>
Seasonal shut down end date (Y/M/D): <u> / / </u>	assigned: <input checked="" type="checkbox"/> acting: <input type="checkbox"/>		
OH&S minutes contact name: <u>Lisa Cook</u>	Members: <u>Craig Mitchell</u>	<u>CRA7297659</u>	<u>Y</u>
Telephone: <u>709-864-7467</u>	<u>Mark Kielely</u>	<u>MAR7695386</u>	<u>Y</u>
Email: <u>lisa.cook@mun.ca</u>	<u>Salim Ahmed</u>	<u>SAL7342011</u>	<u>Y</u>
	<u>Xianta Jiang</u>	<u>XIA7216858</u>	<u>Y</u>
Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files, and one to send to WorkplaceNL.			
Guest(s) <u>Lori Hogan LOR7997931 Not present</u>			
<u>Darrell Gosse - EHS Guest</u>			

Part II – OH&S Activity

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted <u>2</u>	No. of safety hazards identified <u>0</u>
No. of workplace complaints/concerns received <u>2</u>	No. of health hazards identified <u>1</u>
No. of incident reports reviewed <u>0</u>	No. of outstanding items from last meeting <u>3</u>
No. of right to refuse work situations <u>0</u>	
Summary of Meeting on reverse <input checked="" type="radio"/> or Attached Document <input type="radio"/>	

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature: Barb Elliott Digitally signed by Barb Elliott
Date: 2022.02.18 15:27:51 -03'30'

Date: _____

Worker Co-chair Signature:

Date: Feb 21, 2022

PART III – Summary of Meeting

Item Date	Item	Recommendation	Action By (who & when)
Mar. 5, 2020	Concrete lab: Failure of researchers/students to maintain safe working spaces while working or to return space to safe, clean conditions when finished for the day.	A letter has been submitted to the Dean expressing the concerns of the committee. Co-Chair to meet with Dean regarding initiation of capital project to improve lab conditions.	Who: KS & BE
Feb. 18, 2021	Incident in SJ Carew Building - many informal complaints and one written correspondence regarding conflicting messages from and between RNC, CEP, MUN, FEAS during the threat on Feb. 18. MUNSafE app notification was not received by all and was sent an hour into police presence. No follow up from OCRO.	OCRO has arranged for a presentation to be given to the SJ Carew Building OHS committee on the Feb. 18 situation response and follow up. The presentation was postponed from Meeting #3 2021 to Meeting #4 2021. The presentation postponed to Meeting #1 of 2022. Presentation did not happen. Committee will arrange next meeting to accommodate EM Analyst, Holly Tobin.	Who: LC
Dec 2, 2021	Concrete lab: Equipment failure - Silica Sand escaped from sandblasting machine.	Supervisor has halted use of equipment until repairs can be completed. Safety materials in place and renovations referenced in item 1 will help alleviate any further issues once equipment repaired.	Who: Barb Elliott