### PART I - EMPLOYER

**Workplace NL Firm Number**: 940001  
**Site Number**: 27

#### EMPLOYER (head office information)
- **Company name**: MEMORIAL UNIVERSITY OF NEWFOUNDLAND & LABRADOR  
- **Mailing address**: PO BOX 4200 (CHEMISTRY PHYSICS BUILDING)  
- **ST. JOHNS**: NL A1C 5S7

#### EMPLOYER REPRESENTATIVES
- **Co-chair**: KELLY FOSS  
  - **Certification**: KEL7410059
- **Co-chair Status**: Assigned  
  - **Acting**: [ ]
- **Members**:  
  - JENNIFER MURPHY  
    - **Certification**: JEN7211027
  - LISA O'BRIEN  
    - **Certification**: LIS7245988

#### WORKER REPRESENTATIVES
- **Co-chair**: SHAWN WALL  
  - **Certification**: SHA7042067
- **Co-chair Status**: Assigned  
  - **Acting**: [ ]
- **Members**:  
  - MARK DOWNEY  
    - **Certification**: Mar8743806
  - MELANIE FITZPATRICK  
    - **Certification**: Mel6579847

#### Guests:
- Darrell Gosse, EHS, MUN

### PART II - OH&S ACTIVITY

#### Since last meeting indicate the following:
- **No. of workplace inspections conducted**: 3
- **No. of workplace complaints/concerns received**: 0
- **No. of incident reports reviewed**: 0
- **No. of right to refuse work situations**: 0

#### From this meeting indicate the following:
- **No. of safety hazards identified**: 3
- **No. of health hazards identified**: 0
- **No. of outstanding items from last meeting**: 3
### Part III - Summary of Meeting

**Item Date** | **Item(s)** | **Source** | **Category** | **Cause(s)** | **Recommendation(s)** | **Action** | **Date Forwarded** | **To Employer** | **Recommendations** | **Implemented** | **Resolved** |
---|---|---|---|---|---|---|---|---|---|---|---|
1. Feb, 22/22 | FIRST AIDER LIST NEEDS UPDATING | Other | Other | WE HAVE LOST A NUMBER OF FIRST AIDERS TO THE NEW BUILDING. | KELLY TO REACH OUT TO UNIT IN BUILDING TO REQUEST MORE FIRST AIDERS BE TRAINED. | UPDATE: FOUR NEW PHYSICS STAFF TRAINED TWO PREVIOUSLY TRAINED PHYSICS GRAD STUDENTS IDENTIFIED NEW LIST POSTED IN BUILDING. | | | | | |
2. Feb, 22/22 | SPILL KITS MISSING ITEMS | Workplace Inspection | Emergency Response | SPILL KIT MISSING LITMUS PAPER AND SOCKS TO CONTAIN SPILLS | KELLY TO CONTACT PHYSICS TO SEE IF THEY WILL ORDER REPLACEMENT ITEMS. UPDATE: PHYSICS HAS DETERMINED THEY DO WANT THE KIT. KELLY HAS PROVIDED DEPARTMENT WITH LIST OF MISSING ITEMS. WILL FOLLOW UP TO ENSURE THEY ARE PURCHASED. | | | | | | |
3. Feb, 22/22 | ITEMS LEFT BY CHEMISTRY | Workplace Inspection | Housekeeping | THERE ARE A NUMBER OF ITEMS ON THE 4TH AND 5TH FLOORS LEFT BEHIND AFTER MOVE TO NEW BUILDING. (GLASS, TEXTBOOKS, REFRIGERATOR, ETC.) CUSTODIAL STAFF NOT RESPONSIBLE FOR REMOVAL. | KELLY TO CONTACT CHEMISTRY HEAD TO HAVE THESE ISSUES ADDRESSED. UPDATE: KELLY HAS ADVISED CHEMISTRY OF THESE ITEMS. THEY STILL HAVE NOT BEEN REMOVED. | | | | | |
4. Jun, 03/22 | LARGE PIECES OF CHEMISTRY EQUIPMENT LEFT IN HALLWAY ON VARIOUS FLOORS | Complaint | Housekeeping | THE ISSUE HAS BEEN REPORTED PREVIOUSLY DURING PAST INSPECTIONS BUT HAS NOT BEEN RESOLVED. | DARRELL WILL RAISE THE ISSUE WITH THE UNIVERSITY'S EHS COMMITTEE | | | | | |
5. Jun, 03/22 | ITEMS MARKED AS SURPLUS NOT GETTING PICKED UP. | Workplace Inspection | Housekeeping | THERE IS A LONG PERIOD OF TIME FROM REPORTING ITEMS AS SURPLUS TO GETTING THEM PICKED UP. | KELLY WILL FOLLOW UP WITH WORK CONTROL. | | | | | |
6. Jun, 03/22 | CONCERN RAISED ABOUT CARS ENTERING LIVYERS LOOP BETWEEN R. GUSHUE AND A&C CENTRE FROM PRINCE PHILLIP PARKWAY. | Hazard Reporting | Other | ENTERING TRAFFIC CUTS ACROSS THOSE TURNING LEFT ONTO PPP FROM IRWIN'S RD. | KELLY TO DISCUSS WITH CEP. | | | | | |