### PART I - EMPLOYER

**WorkplaceNL Firm Number**: 940001  
**Site Number**: 27

#### EMPLOYER (head office information)
- **Company name**: MEMORIAL UNIVERSITY OF NFLD & LABRADOR  
- **Mailing address**: PO BOX 4200 (CHEMISTRY/PHYSICS BUILDING)
- **ST. JOHNS**: NL  
- **A1C 5S7**
- **Employer site number/location**:  
- **Total number of employees on site**: 100  
- **Telephone number**: 709 864 2978  
- **Fax number**: 709 864 3702

#### Date of next meeting:
- **2022 05 19**

#### Seasonal shut down:
- **Start date**: YEAR MONTH DAY  
- **End date**: YEAR MONTH DAY

#### EMPLOYER REPRESENTATIVES
- **Co-chair**: KELLY FOSS  
  - **Certification Training #**: KEL7410069
- **Co-chair Status**: Assigned  
- **Members**:  
  - LISA O’BRIEN  
  - Certification Training #: LI57249968

#### WORKER REPRESENTATIVES
- **Co-chair**: MARK DOWNEY  
  - **Certification Training #**:  
- **Co-chair Status**: Assigned  
- **Members**:  
  - MELANIE FITZPATRICK  
  - Certification Training #:  
- **Guests**: Darrell Gosse, EHS, MUN

### PART II - OH&S ACTIVITY

#### Since last meeting indicate the following:
- **No. of workplace inspections conducted**: 4  
- **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**: 0  
- **No. of health hazards identified**: 0  
- **No. of outstanding items from last meeting**: 3
## PART III - SUMMARY OF MEETING

**ITEMS FOR FOLLOW-UP SHOULD BE CARRIED FORWARD AT EACH MEETING UNTIL SUCH TIME AS THE ITEMS ARE COMPLETE**

<table>
<thead>
<tr>
<th>ITEM(S)</th>
<th>SOURCE</th>
<th>CATEGORY</th>
<th>CAUSE(S)</th>
<th>RECOMMENDATION(S)</th>
<th>ACTION</th>
<th>DATE FORWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST AIDER LIST NEEDS UPDATING</td>
<td>Other</td>
<td>Other</td>
<td>WE HAVE LOST A NUMBER OF FIRST AIDERS TO THE NEW BUILDING.</td>
<td>KELLY TO REACH OUT TO UNIT IN BUILDING TO REQUEST MORE FIRST AIDERS BE TRAINED.</td>
<td></td>
<td>Feb, 22/22</td>
</tr>
<tr>
<td>SPILL KITS MISSING ITEMS</td>
<td>Workplace Inspection</td>
<td>Other</td>
<td>SPILL KIT MISSING LITMUS PAPER AND SOCKS TO CONTAIN SPILLS</td>
<td>KELLY TO CONTACT PHYSICS TO SEE IF THEY WILL ORDER REPLACEMENT ITEMS.</td>
<td></td>
<td>Feb, 22/22</td>
</tr>
<tr>
<td>ITEMS LEFT BY CHEMISTRY</td>
<td>Workplace Inspection</td>
<td>Housekeeping</td>
<td>THERE ARE A NUMBER OF ITEMS LEFT BEHIND AFTER MOVE TO NEW BUILDING. (GLASS, TEXTBOOKS, REFRIGERATOR, ETC.) CUSTODIAL STAFF NOT RESPONSIBLE FOR REMOVING.</td>
<td>KELLY TO CONTACT CHEMISTRY HEAD TO HAVE THESE ISSUES ADDRESSED.</td>
<td></td>
<td>Feb, 22/22</td>
</tr>
</tbody>
</table>

**Manager Co-chair:** KELLY FOSS  
**Date Approved:** 2022 03 01

**Worker Co-chair:** MARK DOWNEY  
**Date Approved:** 2022 03 01