

**Faculty of Science & School of Nursing**  
**Health & Safety Committee**  
**Minutes April 30, 2015 1000-1100/ s309**

**Attendance Sept 2014-June 2015**

Meeting Dates		9.23	10.28	11.25	Dec	1.29	2.26	3.26	4.30	5.28	6.25	Notes
Chan, Janine (Chair)	Resp	X	X	X		X	X	X	X			
Blackstock, Sheila	Nursing	A	A	A		X	X	X	X			1.29 replaces Laura Ford
Hammer, Trent	Chemistry	X	X	X		X	X	X	X			
Jyrranen, Stacey	OH & S					A	A	X	X			On leave until 12 2014
Karpluk, Janice	Admin											No need to attend
Maurits, Gordon	OH& S	X	X	X		A	X	X	A			
Prescott, Walter	ARET	A	P	P		X	P	X	X			
Purdy, Susan	Biology	P	X	A		X	X	X	A			
Lettinga, Marten	Chemistry	A	X	A		X	X	X	X			New Rep
Robinson, Lesley	Math	X	X	X		X	A	A	X			
Schumacher, Janie	Uprep	X	X	P		P	A	A	A			1.29: Iris Rich Attended
Sorenson, Jacque	NRS	X	X	P		A	A	P	A			
Taylor, Colin	Physics	X	X	X		X	X	X	X			George W. attended
Urban, Joanna	Micro	A	A	A		A	A	A	R			
VanWagoner, Nancy	Geology	P	X	P		X	X	A	P			
Walczak, Sonia	AHT	P	P	P		X	X	P	X			
Duggan, Bunny	secretary											

X=Present

A=absent

P=proxy received

R= reinstated

NAME=Agenda Action Item

**Inspection Reminders**

- Fire Equipment Check Sheet Due Monthly - send to Gordon.
- Department Inspections Due: Jan, March, May, July, Sept, Nov.

**A. Adoption of Agenda:**

- Add muster stations and clinical orientations ( Sheila )
- Nancy VW Proxy: cracks in chairs s233.

**B. Adoption of past Minutes (March 26.2015):** adopted by the Committee

**C. Old Business**

**1. TRU( Kamloops Campus) Chemical Storage Bunker**

- **UPDATE Stacey:** Matt Milovick ( VP Finance) have given approval to move ahead with the new bunker, in principal. Les Tabata ( Director, Capital Projects) is heading up this project and has started the consultation process. Christina Mohr ( Chemistry) is the only rep from Science being consulted currently. With the historical consultative process that has occurred within the committee about the Division's needs for space and chemical storage, a letter was drafted and presented to the committee and Stacey for their input and finalized/sent to Les ( by Janine) to express our concerns about the lack of representation from the Division. Suggested consultative members on this project are Jacque Sorenson ( NRS), Mae Al-Fouadi ( Bio), Christina

Mohr ( Chem) and Stacey Jyrkkanen ( OH & S). Location of the proposed bunker is now below s267A storage room, butted up against the Science Building which will make transport to and from the inside of the building and work areas optimal. **See attached letter sent to Les.**

**2. Interim Bulk Chemical Delivery Protocol and Misc Chemical Storage Discussions**

- **Update Trent:** Electronic copy of Bulk Chemical Delivery Protocol completed. **See attached document.**
- More discussion occurred about location of all chemicals on campus to ensure appropriate work conditions as per Work Safe BC Standards and for issues around Emergency Fire Protection knowledge.
- Stacey will visit various research locations to see where chemicals are stored. She will ask Science Chairs to request all researchers to send an inventory/location list of all chemicals used to her. **ACTION: Stacey**

**3. TRU (WmLk Campus) Chemicals Inventory Assessment and WHMIS Signage**

- After committee discussion, Marten volunteered to travel to Wm Lk Campus and put together a list of the chemical inventory+ amounts stored in Wm Lake at his earliest convenience. This would allow OH & S to decide whether it is cost effective to transport to Kamloops Campus or leave at Wm Lk Campus and dispose of.
- **URGENT ACTION: Marten**

**4. S269: Ground Fault Outlets Installation by Facilities (Nov 18, 2014 ( WOHS81798)**

- **TABLED until complete** (Facilities to confirm complete)

**5. NMR and visual hallway alarm: Items to address from reports received**

- **UPDATE Trent:**
  - Nitrogen measurement: If the new bunker has an outdoor secure caged area, the N2 tank can be stored outside to take care of the venting issues. If stored outside, then the only inside issue will be the “boil off” which will be similar to “boiling water”.
  - SCBA: will be discarded
  - Wall Signage: needs to be corrected to say: Do not enter this area “**when the alarm is activated**”.
  - Sensor calibration: to be done every 3 months
  - Alarm system: An audible sound needs to be included with the current visual alarm
  - Risk Assessment and Safety Procedure write up
  - **ACTION: Trent** to keep updating committee until complete

**6. 3D Printers ( ARET, HOL 405 , Physics S264) and Ventilation Needs**

- **UPDATE Walter :** He talked with Kwantlen ( CAD dept) and their only worry is with the heat from the hot plastics used in the process. No concerns with fumes. No response to date from UVic or UBC. **ACTION: Walter to gather info from UVic, UBC.**
- **TABLED ACTION Sue:** after we have more 3D printer policies from other institutions, schedule meeting w/ Tom O’Byrne, Gordon and Sue to discuss ventilation issues for this equipment.
- **TABLED ACTION Gordon:** investigate these 3d printer areas to assess ventilation issues.

**7. Field trip forms feedback from NRS/Bio and subcommittee formation:**

- TABLED until Jacquetta updates us on campus wide field trip meetings.
- Sue absent and no report update. For May meeting: Sue to report on meeting with Jacque, Walter, Steve Joly on this topic. **ACTION: Sue, Jacque, Walter, Steve**

#### 8. Concrete stairs front of Science needing repair:

- **ACTION: TABLED** until Gordon reports job is complete

#### 9. Protocol/ improved communication about Contractors ( & Others) on campus :

- **UPDATE Stacey : As of April 23**, new process for contractors on campus is being used: they sign in at Facilities with Janis Setka. Janis will check that they have completed their annual contractor orientation at that time. TRU ID is issued at that time and it must be worn so it is visible while onsite. When contractor leaves campus they return KEY and ID and SIGN OUT!
- **AHT issue:** TRU Employee + Students showing up at the AHT building and requesting to go up on the roof. Common courtesy to alert areas when individuals are coming to “visit” areas on campus.
- **TRU Service People and wearing visible ID:** Committee discussion around this issue ( eg. ID Janitorial staff, IT staff, Facilities). **ACTION: Stacey**
- **After Hours Students w/ Visible ID in building :** The committee made the suggestion that after hours students working in building should have student ID visible. Punching holes in student cards for lanyard/clip attachment use can be done at the cashier. **ACTION: Janine to send request to all Science Division departments for Stacey**

#### 10. Working Alone Protocol: not discussed and will be the #1 agenda item for discussion May meeting.

- Currently it was mentioned that nobody phones security and tells them they are working alone.
- More importantly: Are research students phoning and letting security know they are working alone. This should definitely be monitored.
- **ACTION: Stacey and Committee** to discuss current practice, resource use and issues of maintaining safe work on campus.

#### D. New Business

1. **Muster Station Locations:** are included in new wall plaques in each area that show egress from building and where to “muster”.
2. **Clinical Orientations** ( eg hospital): Sheila asked what is done in this area. **ACTION: Janine** to respond about RT Practice. **Update 5.8.15:** RT Students must complete the Site Program Education Core Orientation Online Module prior to starting their clinical rotation. This is a multiple health authority wide module on generic topics such as WHMIS, Infection Control, Red Alerts, etc. Our in-house Clinical Site Coordinators then fill in all other areas for specific site orientation.
3. **Cracks in New Chairs, s233.** Risks of users getting their back pinched. **ACTION: Janine** will alert Facilities.

#### E. Reports and Incidents:

##### 1. May 14<sup>th</sup> Emergency Exercise @ TRU:

- When: 0700-1900
- See online information about this activity: <http://www.tru.ca/alerts/exercise.html>
- There will be limited access to the campus. Access into campus via Dalhousie entrance.