

**Faculty of Science & School of Nursing Safety Committee (SHSC)**
**Meeting Minutes for April 26, 2018 THURSDAY 10:30 a.m. – 11:30 a.m., Room S270**
**Attendance Aug 2017-June 2018 (X= present) (A = absent) (P = proxy received)**

Meeting Dates		8 31	9 28	10 26	11 30	12 Cancelled	1 25	3 1	4 5	4 26	5 31	6 28
<b>Hammer, Trent</b>	CHAIR Chem	X	P	P	A		X	X	X	X		
<b>Taylor, Colin</b>	CHAIR Phys	X	X	X	X		X	X	X	X		
<b>Anderson, Lucille</b>	Bio	X	X	X	A		X	X	X	P		
<b>Crowe, Tim</b>	Bio	A	X	X	P		X	X	X	P		
<b>Duggan, Bunny</b>	Record Bio- Safety Officer	X	P	X	X		X	A	X	X		
<b>Fairman, Peter</b>		X	X	X	X		X	A	X	X		
<b>Lu, Ning</b>	Comp		X	X	X		X	X	X	X		
<b>Miller, Christine</b>	UEPrep		X	X	X		P	X	X	P		
<b>Jyrkkanen, Stacey</b>	SEM	X	A	A	A		A	A	P	A		
<b>Lettinga, Marten</b>	Chem	A	A	X	X		X	X	X	P		
<b>McKenzie, Wendy</b>	Nurs	X	A	X	X		X	A	X	A		
<b>?</b>	Math											
<b>Prescott, Walter</b>	ARET	A	P	P	A		X	X	X	P		
<b>Purdy, Susan</b>	Bio	X	X	X	X		A	A	X	P		
<b>Sorensen, Jacque</b>	NRS	X	A	X	A		X	X	A	P		
<b>Urban, Joanna</b>	Micro	A	A	A	A		A	A	A	A		
<b>Van Wagoner, Nancy</b>	Geo	A	P	A	X		P	X	X	X		
<b>Walczak, Sonia</b>	AHT	P	P	X	P		P	P	X	X		
<b>Wood, Ricky</b>	Resp	X	X	X	X		X	X	X	X		

## 1. Adoption of Agenda

- APPROVED AND ADOPTED by all members present.

## 2. Review of Minutes from April 5, 2018.

- APPROVED by all members present.
- Changes as discussed by members:
  - Concierge desk HOL central point for security.
  - Fire marshal check in at the concierge.
- J. fume hood is turned off now, reword the sentence to turn off

## 3. Old Business (Taken from April 5 Minutes)

### a) New Chemical Storage, Labelling and Inventory

December 1<sup>st</sup>, 2018 deadline.

Information from Dayton to be circulated when received.

**ACTION:** Members and Departments to dispose of old chemicals by May 1<sup>st</sup>, 2018 – Let Gordon Maurits of SEM know as soon as possible as deadline is close.

**ACTION:** Colin will send information to members when he receives it from Dayton. Trent H. to remind Dayton to send.

### b) Sign-offs

Peter F. had a brought an example at the previous meeting.

**ACTION:** Peter F. to bring in a sample next meeting for sharing with Committee.

### c) Contractors on campus (Colin)

Multiple construction projects over the summer and for the next several years, this item is linked with item D. Office Security. Overall office security will be an issue, as many contractors will be coming in and out of the Science Building. Member interjected with a suggestion to post a note on the copier room door S236; please close the door if it is propped open. Reason being is there is confidential documents etc. in the room as faculty print from their offices and have to walk down the hall to pick up confidential documents – the room is left open to anyone to enter. A touch pad lock/code in the place of keys was suggested.

**ACTION:** Colin to request change to S236 door lock at Faculty Council

**ACTION:** Colin to request change to mailroom door code at Faculty Council.

### d) Office Security

Renovations will be ongoing in the Science Building throughout the summer.

Reminder to lock all offices and labs. Our aim is to keep colleagues safe during renovations. There will be contractors in the buildings – which could work as a deterrent to criminal activity that usually happens when it is quite, no one is around and doors are left unlocked. Contractors wearing ID and Faculty wearing their TRU ID was brought up and this is highly suggested. Metal plate installation on doors was also suggested, but there are limitations to installation. Animal Health has their own methods in place, as they are isolated.

**ACTION:** Colin to mention security concerns at Faculty Council

**ACTION:** Peter F. to investigate Contractors wearing ID on campus and the possibility of Security doing more rounds to the Building in the evenings and weekends.

**e) WHMIS Training for ARET Department (Walter)**

To be discussed at next Meeting with Walter present.

**f) Smoking (and other personal habits) near entrances (Colin)** Aaron Ladd from Respiratory Therapy will present at an upcoming meeting.

Colin approached Aaron Ladd (Allied Health) to speak to this issue for member's knowledge. Members discussed smoking, vaping, and marijuana use. Peter F. has policy available for members to look at concerning these safety issues. Aaron will discuss these personal habits at a future meeting (no date yet).

**g) Noise Level from hand dryers (Colin)**

Quick decibel measurement levels taken with a sound level meter by Colin.

≈ 100 dB (both dryers in operation, 0.5m away)

≈ 95 dB (one dryer in operation, 0.5m away)

≈ 75 dB (both dryers in operation, 5m away in hallway, door open)

100 dB is loud, but it is deemed a distraction and is not a safety issue. According to Peter F, Worksafe states that > 85 dB for 8 hours is considered a safety issue. There are dryers that are produce less noise. Some members noted that when they are in the washroom the dryers are extremely loud. Different types of driers were discussed.

**h) Window Coverings (Nancy)**

Nancy explained that she is often alone with student(s) during off hours. She feels the frosted window on her door has the potential to put her at risk, as a passerby cannot see in the room in the event of potential trouble. Peter explained that this was discussed by the Committee previously and had been decided by the University that blocked windows were going to remain. Peter mentioned that he also felt there was an assessment completed that would have included the level of risk to professors working alone. Some faculty felt they were not in agreement with the frosted windows, but have to live with the decision of the University. It was mentioned that member could write to Stacey J. of SEM and request her window be unfrosted outlining her concerns.

Discussion on the pros and cons of frosted windows were held.

**ACTION:** Colin to request the rationale from Stacey J. regarding frosted windows.

Members are encouraged to write to Stacey and ask her to consider unfrosting windows if they feel they are at risk. Colin to get background links and share with the committee.

**4. New Business**

**a) Incidents (Stacey/Peter/All)**

None to report

Incident of Interest and Action by Committee Members

Recently, someone had been posting “*seeking arrangement*” cards on campus. The cards were found on parking meters and on building entrances. Peter collected around 200 of these cards. Committee members are requested pick up and dispose of the cards if they find them. They are not legal advertising and they are possibly a hazard to some vulnerable students.

**b) Next meeting** May 31, 2018 10:30 S270. A list of meeting times were emailed. And There will be meetings May 31 and June 28

**c) Other?**