

Faculty of Science & School of Nursing Safety Committee (SHSC)
Meeting Minutes for January 25, 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	3 29	4	5	6
Hammer, Trent	CHAIR Chem	X	P	P	A		X					
Taylor, Colin	CHAIR Phys	X	X	X	X		X					
Anderson, Lucille	Bio	X	X	X	A		X					
Crowe, Tim	Bio	A	X	X	P		X					
Duggan, Bunny	Record Bio- Safety Officer	X	P	X	X		X					
Fairman, Peter		X	X	X	X		X					
Lu, Ning	Comp		X	X	X		X					
Miller, Christine	UEPrep		X	X	X		P					
Jyrkkanen, Stacey	SEM	X	A	A	A		A					
Lettinga, Marten	Chem	A	A	X	X		X					
McKenzie, Wendy	Nurs	X	A	X	X		X					
?	Math											
Prescott, Walter	ARET	A	P	P	A		X					
Purdy, Susan	Bio	X	X	X	X		A					
Sorensen, Jacque	NRS	X	A	X	A		X					
Urban, Joanna	Micro	A	A	A	A		A					
Van Wagoner, Nancy	Geo	A	P	A	X		P					
Walczak, Sonia	AHT	P	P	X	P		P					
Wood, Ricky	Resp	X	X	X	X		X					

1. Adoption of Agenda

APPROVED AND ADOPTED by all members present

2. Review of Minutes from November 30 , 2017 Meeting

APPROVED by all members present

3. Old Business

(a) New Chemical Storage, Labelling and Inventory System – Chemistry/All

Health and Safety Member (Trent) reviewed the Compliance Memorandum regarding the Management Plan Outline for the Labelling and Inventory system for the Faculty of Science. Intent is to ensure compliance to BC's Occupational Health and Safety Regulation's requirements and timelines. Please refer to the attached memo for details. All chemical inventorying and relabelling must be completed by Dec 1, 2018 (deadline for full GHS compliance).

ACTION: All departments to re-inventory, relabel, and store chemicals as outlined in the attached document before Dec. 1, 2018.

(b) Microbiology Lab – Biohazardous Waste

Complete - Training and follow up with custodial staff.

ACTION: Remove from Agenda

(c) Sign-offs (All)

A sample of sign off was distributed to members by Peter Fairman to better clarify and simplify sign off procedures for the Committee members.

ACTION: All members to look for possible procedures requirements in their departments that would benefit with sign off action. Committee members with examples of signoffs are welcome to share.

(d) Centrifuge Safety Incident in November Insurance coverage

An exposure to a Risk Group 1 organism that resulted from a centrifuge spill was brought up. The concern at the time of the incident was that since the affected individual lacked medical insurance. The student elected not to seek medical treatment, even after being recommended to do so. If the exposure occurred in TRU's Containment Level 2 lab with a Risk Group 2 organism, we would have had to report the incident to the PHAC. The student would have had to go to the hospital and it is unknown at this time if TRU would have had to pay. Reputational damage is also possible for this kind of scenario. For all of these reasons, we want to prevent this from happening again. Senior university administration is aware of the issue and they are working to close this gap.

ACTION: Peter Fairman to inform the committee if this comes up again or if a committee is formed.

(e) Contractors on campus (Colin)

A number of recent incidents concerning contractors were discussed. After a contractor visit, offices in the Ken Lepin Building were left open overnight. Some labs were left open. No notice was given to department as to the contractors' visit. Thefts occurred (clarify this point at next meeting). A huge mess was left in S378 as plastic sheets were left on everything; nothing was cleaned up.

ACTION: Colin will (eventually) follow up with Warren A.

(f) Vent in room 233

Fume hood running 24/7. New system has occupied/unoccupied switch. The “Unoccupied Mode” diminishes the flow and is considered the “off” mode. The fume hood must be at the indicated level when operated for the alarm not to go off continually. A switch is on the outside, sign that shows the flow level recommended. Labels to be added to fume hoods for SOPs. Further signage will be discussed.

ACTION: Committee members are welcome to inspect the changes to the fume hood.

4. New Business

a) Incidents – Peter Fairman

A **needle stick** at clinical site affected a Respiratory Therapy student. The student received additional treatment at the site.

A **lower back injury** (offsite) occurred to a Nursing student during practicum - lifting a patient with a mechanical lift. Procedure was followed; however, they pulled their lower back and did not receive first aid – an incident report was submitted.

There was a **near miss** at bunker. The door facing the gymnasium was ajar and open on a weekend. Peter Fairman received the complaint and confirmed the door was not functioning properly. A SEM member printed out a sign and affixed it to the door, instructing persons to use the north-facing door instead. An Archibus request to get the door fixed was completed that same day.

ACTION: Committee member Trent Hammer to let the group know when the door to the bunker is repaired and in working order.

A **tool slip** resulted in a cut to a faculty member’s finger. The faculty member was attempting to dislodge an item from a 3D printer with tool supplied with purchase of printer. The questions of employees being injured on the job and WorksafeBC procedures followed were brought up. First Aid was called and an investigation was completed. Technically, the faculty member followed all instructions as the knife was provided by the company supplying equipment. The employee was hurt and medical attention was sought. A trip to the emergency ensued. It was suggested that this incident may require a sign off procedure in the future, which brought up the question of the Nursing lower back injury, should a sign off procedure be completed for use of mechanical lifts. Peter Fairman reiterated that Departments are responsible for decisions on what procedures should require signoffs. However, the OSEM is very happy to provide any help that anyone would like, whether it is identifying procedures and writing up the SOPs.

There was **inappropriate propaganda** found at autoclave that was disrespectful of immigrants.

ACTION: All members should report and remove any similar postings around the University.

b) Smoking near entrances

Concerns of smokers not following designated smoking distance from the building was discussed, along with the pollution of cigarette butts. Recently, marijuana paraphernalia was found by an entrance. This led to discussions on Alcohol and Drug safety, intoxication from marijuana use concerning students in a lab setting. A vaping incident left a faculty member feeling threatened. Marijuana use and vaping are unique and new, and there are no clear rules for use.

ACTION: It is the responsibility of all university members to follow and inform others of the rules concerning personal habits such as smoking, vaping, and medical marijuana use. If you are met with a threatening behaviour – call security immediately.

c) Pedestrian and vehicle safety at East Gate Entrance

ACTION: Peter Fairman to discuss issues of “cluster” of traffic and pedestrians at the East Gate Entrance and possible temporary signage.

d) WHIMIS Training for ARET Department:

ACTION: Peter to forward a memorandum to the present ARET member of the committee regarding mandatory training WHMIS on campus. The committee encourages all faculty to have the training, as it is helpful for personal and work life. Completing the training shows due diligence.

e) Broken Window Glass at East Entrance

The damaged window from ice falling from the roof was brought up by a member. A contractor was brought in to assess and it was deemed safe.

f) Shipping of Dangerous Goods

Required procedures need to be followed. Packages must be labelled properly and documentation completed (such as sanitary certificates, import certificates and letters of authorization from countries that items are being shipped to).

ACTION: Please consult Peter Fairman if you are going to be shipping out any dangerous goods.

g) Meeting time for February

Thursday, March 1, 2018 Room S270