

**THOMPSON RIVERS UNIVERSITY**

Faculty of Science & School of Nursing Safety Committee (SHSC)

Meeting Minutes for November 30, 2017 THURSDAY 9:30 a.m. – 10:20 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 <small>Cancelled</small> | 1 25 | 3 1 | 3 29 | 4 | 5 | 6 |
|-------------------------------|---------------------------|---------|---------|----------|----------|--------------------------------|---------|--------|---------|---|---|---|
| Hammer, Trent | CHAIR Chem | X | P | P | A | | | | | | | |
| Taylor, Colin | CHAIR Phys | X | X | X | X | | | | | | | |
| Anderson, Lucille | Bio | X | X | X | A | | | | | | | |
| Crowe, Tim | Bio | A | X | X | P | | | | | | | |
| Duggan, Bunny | Record | X | P | X | X | | | | | | | |
| Fairman, Peter | Bio- Safety Officer | X | X | X | X | | | | | | | |
| Lu, Ning | Comp | | X | X | X | | | | | | | |
| Miller, Christine | UEPrep | | X | X | X | | | | | | | |
| Jyrkkanen, Stacey | SEM | X | A | A | A | | | | | | | |
| Lettinga, Marten | Chem | A | A | X | X | | | | | | | |
| McKenzie, Wendy | Nurs | X | A | X | X | | | | | | | |
| ? | Math | | | | | | | | | | | |
| Prescott, Walter | ARET | A | P | P | A | | | | | | | |
| Purdy, Susan | Bio | X | X | X | X | | | | | | | |
| Sorensen, Jacque | NRS | X | A | X | A | | | | | | | |
| Urban, Joanna | Micro | A | A | A | A | | | | | | | |
| Van Wagoner, Nancy | Geo | A | P | A | X | | | | | | | |
| Walczak, Sonia | AHT | P | P | X | P | | | | | | | |
| Wood, Ricky | Resp | X | X | X | X | | | | | | | |

1. Adoption of Agenda

APPROVED AND ADOPTED by all members present

2. Review of Minutes from October, 2017 Meeting

APPROVED by all members present

3. Old Business

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

A plan has been developed by the chemistry department to deal with safety issues with the Chemical Storage Facility. A copy of this plan will be sent to Colin Taylor. Details should be completed in a couple of months. A meeting of the Department of Chemistry is being called and Tom Dickinson, Dean of Science is an invited guest. It is sought to impress the importance of a need for a permanent CUPE position to deal with the upcoming mandatory safety issues – not just a one-year position as previously discussed. Peter Fairman of SEM agreed clearly to lend his support for this position as past issues warrant hiring proper staff. It is felt all details of the Facility should be completed in a couple of months.

ACTION: Marten Lettinga to send copy of the plan to Colin Taylor and Colin will attach to the minutes

(b) Tour of the New Chemical Storage Facility Debriefing Shelving plan

Map of bunker displayed and brief explanation of the layout. Urgent to approve so money is not lost. Adjustments may be necessary as needed, when actual construction starts to the layout of the bunker. A plan is in place.

ACTION: Contact Colin Taylor if you would like a tour of the facility.

ACTION: Colin Taylor to attach copy of the MAP/Blueprint of the Chemical Storage Facility plan.

(c) Microbiology Lab – Biohazardous Waste

Close to completion, ribbon cutting next month, Monday December 11 at 12:30 in the lab (room S365). President and Upper Administration invited. Contact Susan Purdy for details. Follow up with custodial services and Peter Fairman tabled until 2018.

ACTION: Remove this item from the next agenda.

(d) Optional Field Trip Planning

Colin Taylor followed up with Faculty inquiring about Field Trip Planning. SHSC have optional field trips. Concerns were raised regarding personal liability from a member. Personal Liability prevents her from doing what she really wants to do in the field – hampers her instructing. Is there insurance coverage? Due diligence, and risk appetite. Adventure tourism was contacted in the past for input regarding field trips due to their high-risk expeditions. Manage risk with controls in place to allow for training for real experiences was suggested.

Another member had a question regarding insurance coverage, as there is a push for connections with high school and elementary students coming on campus. The member was inquiring if School District waivers would be in place, and if so, does the University have to have anything in place? Logan Lake coming on Dec 13 it was suggested that she ask this question to Stacey J. in S.E.M. A third member wondered if these sort of events should follow science field trip regulations. He shared that students who participate in the event should sign the waiver forms. In another incident, students informed the instructor/ member that they are covered by University Student Insurance for travelling outside Kamloops for a certain period.

(e) Office Ergonomics

WorkSafe - Gordon M does the assessments. New chairs and work postures are part of these assessments for staff. Gordon is the contact, he may have suggestions for staff workstations and reminder software-to get up and move every so often. SHSC members can google software if they are curious.

(f) Sign-offs (All)

ACTION: Colin Taylor in the process of making lists of sign offs. Colin feels this will be a lengthy process and will take some time.

(g) Contractors on Campus

Photo ID for TRU campus facilities personnel was discussed. Chair of the SHSC would like to see faces and names on the facility web pages available to staff if there are no photo id cards. Most departments currently have staff photos available on their web pages.

4. New Business

a) Incidents – Peter Fairman

Two needle pokes on site at two different hospitals and two small spills in microbiology. The needle pokes were dealt with on site and the appropriate paperwork was completed at each respective location. Regarding the microbiology spills, the instructor will ensure students are aware of proper laboratory practices and this should help prevent future such incidents.

There was a recent incident with a centrifuge. Anyone using a centrifuge should be aware of safe practice for the instrument.

There was much discussion ensued regarding virus/bacteria breaches and the role of aerosols. Some past experience of breathing aerosols in other science labs was described to provide context. When centrifuging microbiological cultures or some primary tissues, there is a risk of aerosol exposure if there is a spill or a centrifuge failure. In the event of such an event, standard protocol states that the area should be evacuated for 30 minutes. The relevant PSDS should be consulted. In the case of the most recent incident, a student elected not to get medical attention as he did not have medical insurance; he was from out of the province. Tom D. and Dennis Powers are

working on this at the time. Since the organism was Risk Group 1 (RG-1), there was very low risk of there being a public health danger, however, the student was still instructed to seek medical attention and to monitor themselves for symptoms and to follow up with us and their supervisor if things got worse. Safeguards may need to be in place to deal with these issues since had the incident involved a Risk-Group 2 (RG-2) organism we would have not only had to insist on medical treatment, but PHAC would have had to have been notified. The individual required care and had we been obligated to report to PHAC, there would have been a question as to who pays for any medical care not covered for the circumstances in question. This issue was also presented to the JOHSC because of the possible serious implications for students and the institution.

b) Meeting Time for December 2017 –

In the event of an incident, please send the Chair of SHSC an email. Tentatively, we will plan on meeting Jan 2, 2018 or if necessary (there is a sudden need) week before classes start.

c) Meeting Time for Winter 2018

Dates and times for January, February, March, April May and June 2018 are needed. Chair to do a Doodle poll to determine date place and time. Last week of January 25th to start. Monthly Health and Safety meetings are sufficient; this was determined by present members.

d) Vent in Room 233 – Nancy Van Wagoner

Do not need the vent in S233, and it is kept off, as chemicals are not used. Lately the fume hood is running all the time even though it is off. There is no on/off switch.

ACTION: Peter Fairman to investigate the matter of switches being installed in S233, S201, S261 and S371 for fume hoods that are running all the time in labs even though the vents to vent chemicals are off.

e) Other

Peter Fairman of S.E.M shared that the University is implementing redirecting the delivery truck traffic transporting via the east gate. Only Tim Horton's trucks and Culinary Arts delivery trucks will be allowed in the East Gate entrance. For now, some construction vehicles will also likely have to be allowed entrance at the East Gate. The remaining truck traffic will be directed to the West Gate and hopefully the warehouse. This decision was based on a near miss in front of the gymnasium and some other driving problems that have been witnessed around campus. Warning signs will eventually be posted but they are not up yet, this is an ongoing project.

Meeting adjourned at 10:20 a.m.

Next Meeting: January 2, 2018, Tuesday, S270, 9:30-10:20 a.m. **(Cancelled)**