

Faculty of Science

Science Safety and Health Committee Minutes

April 21st, 2021 online

Attendance September 2020 – June 2021

Y=Present

P=Proxy received

A=Absent

<i>Name</i>	<i>Area</i>	Oct 1	Oct 29	Nov 26	Dec 17	Jan 20	Feb 24	Mar 17	Apr	May	Jun	
Sonia Walczak	AHT	A	Y	Y	A	A	Y	A	Y			
Tara Geiger	AHT	Y	A	A	A	A	Y	Y	A			
Jamie Ushko	Biology tech, JOHSC	Y	Y	Y	Y	Y	Y	A	Y			
Christine Petersen	Biology	Y	Y	Y	Y	Y	Y	Y	Y			
Trent Hammer	Chemistry	Y	Y	Y	Y	Y	Y	Y	Y			
Christina Mohr	Chemistry	Y	Y	Y	Y	Y	Y	Y	Y			
Nisha Puthiyedth	Computing Science	Y	Y	P	Y	P	Y	A	Y			
Yan Yan	Computing Science	Y	Y	Y	Y	Y	Y	Y	Y			
Catharine Tatarniuk	Engineering					Y	Y	Y	Y			
Nancy Van Wagoner	Geology	Y	Y	Y	Y	P	Y	P	A			
Yehia Mahmoud	Math			Y	A	A	A	A	A			
Kathy Baethke	Microbiology		Y	Y	Y	Y	Y	A	Y			
Joanna Urban	Microbiology	A	A	Y	Y	A	Y	Y	Y			
Sheri Watson	NRS	Y	Y	Y	Y	Y	Y	Y	Y			
Colin Taylor	Physics	Y	Y	Y	Y	Y	Y	Y	Y			
Janine Rostron	Respiratory Therapy	P	Y	A	Y	Y	P	Y	Y			
Christine Miller	UEPrep	Y	A	A	Y	Y	A	Y	Y			
Resource members												
Sarah Martin	Health Safety Manager	Y	A	A	Y	P	Y	P	A			
Timothy Crowe	OSEM	Y	Y	Y	Y	-	-	-	-	-		
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y	Y	Y			

1. Meeting called to order: 0931

2. Motion to adopt agenda by: Christine Petersen **Seconded by:** Christine Miller Approved.

3. Review of Minutes from Mar 18, 2021: no changes

4. Motion to adopt Mar 18, 2021 minutes by: Kathy Baethke **Seconded by:** Christina Mohr Approved.

5. Old Business:

a) Science Building Inspections and role of SSHC: Have ppl read and looked at the edits? Christine Petersen reviewed it.

- Jamie-Lee and Kathy did an inspection to see how it flowed according to the chart. Made a few amendments, combining A/B section

- Checked emergency equipment and procedures at the same time as hallways and stairs- 20 mins, did section C in 18 minutes (building exterior). Took about an hour overall.
- Didn't do labs and workshops (section F). Labs are a separate list. Will have to organize getting into those rooms. Under Safety file in MS Teams: General info how to do inspections and definitions, and a form to fill out if there are issues to forward to safety committee.
- A-N are specific checklists for categories. Trent: is each checklist for one room or the whole space? Section M is for all labs- the person inspecting would check all labs with that list.
- Some sections we currently have won't be needed.
- Jamie-Lee: section D (offices/open stations) can sent to faculty and CUPE staff to complete themselves, these are small safety items that everyone can check their own spaces for. Keeping responsibilities localized is a good way to review issues with offices.
- **Sarah can't make these meetings-** A new person has been hired in their office: Stephanie Lawrence may attend SSHC in her place. Trent will forward this info to her and Jamie-Lee will talk to Sarah about this.
- Next JOHSC meeting is May. As a committee, can we decide by the end of the week if the list is what we want so it can be presented to Sarah at that time? End goal is to have departments participating in this.
- Trent: should we vote on Friday whether we put it forward or not, or do you need more time to review?
- Christine Petersen: what checklists are you meaning? Smaller lettered ones or the large one at the end? Many questions have been added, do we discuss this to get answers?
- Kathy: we need to decide which lists apply to us and cross out ones not needed. The larger file at the bottom containing questions will be answered by moving them up into the lettered files.
ACTION: Everyone review files A-N and make comments on those. Document number 1 containing general instructions on how to do the inspections and defines priorities, also has the form to do the inspection, which needs edits. Comment through MS Teams on which changes need to be made. Due by April 30th.
- Jamie-Lee wants revisions done before next JOHSC meeting to bring forward.
- Sheri Watson: great job guys, it's a very busy time right now, if we can have a week to do this, will allow better revision.
- Jamie-Lee: Amendments can be made later but good to have the basic review done.
- Christine Petersen: who makes final decisions on comment responses?
- Jamie-Lee: can use MS Teams chat to communicate and everyone can decide as a group.
- ***ACTION: Trent will review everything Thursday and bring any issues to the group.***
- Jamie-Lee: inspection was already done so not worried, but would be nice to wrap this up.
- Kathy: the odd conflict can be discussed on teams if needed.
- Christine Petersen: a lot is mandated so we have to do it regardless... items need to not be missed. Ex: fridge needs to be cleaned once a year because cross contamination can happen which is a health issue.
- Jamie-Lee: do we vote now to keep it in?
- Christina Mohr: the fridge can get like when Jamie opened something in the lab that was toxic, yes we need to keep it in. ~~Trent: someone left dissection samples at room temperature for six months...~~

i. Please read documents on TEAMS (*Files/Safety Inspection Documents/TRU Draft – General Inspection Checklists*)

- Document on Teams has a lot of RED ink, we still need to edit items from the list.

ii. Have you done a module yet? Modules need improving, very detailed and takes a long time to review. Moodle site needs updating. ***ACTION: Christine Petersen and Christina Mohr will help update this with Sarah. They will contact her.***

Link: <https://moodle.tru.ca/course/view.php?id=8156>

Enrollment code is JOHSC2018

Gov't Link: <https://eao-employersseminars.labour.gov.bc.ca/Seminars/OccupationalHealthAndSafety>

b. Signage- Trent discussed with Sarah. Updates are in progress. No local phone numbers on emergency signs, muster stations haven't moved, but there are no signs for them outside the building.

- TRU safe app has contact numbers on there plus 911. Putting full numbers on signs was discouraged, call 911 if there is an issue.
- Christine Miller: still have to call security to direct ER services to where the emergency is. A student had a seizure, security was upset that she didn't call them. They needed to help the ambulance find right door. Needs to have full phone numbers on the sign but Sarah disagreed. Christine: we need Sarah Martin at these meetings
- ***ACTION: Tara to do doodle poll for May and June dates and times that Sarah can get to.***

6. New Business:

a) Special Waste Disposal: Sarah asked Trent to remind people that there is a new site on Teams for waste disposal, to enter your information. ***ACTION: Contact Sarah if you create and manage hazardous waste and she will add you to that group.***

b) Additions: Does anyone want to take over chair for this meeting? Trent will have new obligations for the coming year. Kathy could possibly if her contract is renewed.

c) Incidents: no emergency first aid numbers or muster signs in some places.

- Might be good idea to put stickers for AED to show where the nearest one is on those emergency signs.
- Muster info is only inside the building near the water fountains, not on entrance or exit areas except for one.
- Need to recheck protocol with facilities for exit sign lights, but not ER system lighting: ***ACTON: Jamie-Lee will do this today.***
- Common hallways and stairs-one hallway tile is lifting and needs to be monitored, near S370.
- Elevator maintenance check- not a lot of answers... certification is not shown anywhere there with dates. ***ACTION: Jamie-Lee will check and get a report or something to prove it's safe.***
- Defibrillators need to show how to contact the ppl that can use it. This should go near the actual defibrillator. Anyone should be able to use it as the machine talks you through it. Christina Mohr: there are online videos to show but the machine takes you through step by step. The machine won't shock someone with a pulse.
- Joanna: there should be a sign stating that anyone can use the defibrillator to not waste time.
- Contact information for people in the Science building does not have a date and is not updated.
- Issues with sidewalks-some are cracking, some have overhanging branches.
- Concerned with wheelchair access at both entrance points- garbage bins are always in front of

the ramp, this is not welcoming or safe. The pavement is cracked, there is no railing along the bee garden and ground is sloped- need to discuss adding a railing to this area. Back entrance is steeper with no rail either, if a wheel dropped off the side, the person would end up against the building in the bushes. Fob entrance has a railing.

- Christina Mohr: we should get someone to take an actual wheelchair all around the building to see how bad it is.
- Sheri Watson: not all hallways in science bldg. can be accessed by automatic door opener especially on the first floor, also on third floor.
- Trent: offices aren't actually big enough to have someone in a wheelchair even come into the offices.
- Stairs by science office up to parking lot are disintegrating. Access points into building aren't free of hiding places anywhere.
- No-smoking signs are not visible at entrances. Christina Mohr: there was one sign put up because Nancy was getting smoke into her office area. Bee garden area is full of butts.
- Updated covid safety plans in office are needed.
- Entry 1: has huge ridge in the cement by door.

Sheri: thank you to Jamie-Lee and Kathy for doing this, that was a lot of work.

-7. Next meeting: Tara will send out doodle poll for next two meetings.

8. Adjourned: 10:27

Minutes recorded by Tara Langley, reviewed by Trent Hammer.