

Attendance August 2019 – June 2020

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug Sep 5	Sep 25	Oct 30	Nov 27	Dec No min	Jan	Feb (Ma r 3)	Mar 31	Apr	May	Jun
Lucille Anderson	Biology	Y	A	Y	Y	Y	Y	Y	P			
Trent Hammer	Chemistry	Y	Y	Y	Y	Y	Y	Y	Y			
Colin Taylor	Physics	Y	Y	Y	Y	A	Y	Y	Y			
Timothy Crowe	Microbiology	Y	Y	Y	Y	Y	Y	Y	Y			
Joanna Urban	Microbiology						Y	A	Y			
Tara Geiger	AHT	A	A	A	A	A	A	A	Y			
Wendy McKenzie	Nursing	Y	Y	Y	A	A	Y	Y	Y			
Doreen Grenier	Nursing						Y	A	Y			
Jamie Ushko	Biology	Y	Y	Y	A	Y	Y	Y	Y			
Janine Rostron	Respiratory Therapy	Y	Y	Y	Y	Y	Y	Y	Y			
Christine Miller	UPrep	Y	Y	A	A	A	A	A	P			
Marten Lettinga	Chemistry	Y	A	A	A	A	Y	A	Y			
Sheri Watson	NRS	A	A	P	Y	A	Y	Y	Y			
Nancy Van Wagoner	Geology	Y	A	A	A	A	A	A	Y			
Resource members												
Sarah Martin	AD, OSEM	Y	A	Y	Y	Y	Y	Y	Y			
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y	Y	Y			

1	Meeting called to order at 1036
2	Motion to adopt agenda by Colin, seconded by Trent.
3	Review of Minutes from March 3, 2020
4	No edits needed. Motion to adopt March 3, 2020 minutes by Janine, seconded by Colin
5	Old Business from March 3, 2020
	<p>a) New chemical storage, labelling and inventory system- Sarah: not a lot to add, still happening but not sure when. University of Ontario distance learning meeting to see platform will still happen but not sure when it will take place. Sarah hasn't been told to not get it, just might take a bit longer.</p> <p>b) Emergency Marshals- Tabled</p> <p>c) Chemistry Manual – Timothy/Sarah: Timothy and Sarah are doing this together. Sarah still working on main manual, WHMIS review has some updates, hasn't reviewed docs from Timothy yet. ACTION: Sarah will finish then send to Gordon. ACTION: Tim will be sending edited docs to committee in near future.</p> <p>d) Chemical Spill Procedures/SOP and training Audit: Some may have not been able to discuss at department meetings due to Covid-19 workplace changes, and</p>

discussion of more urgent matters. Has anyone reached out to their departments other than Sheri Watson? No. Table to next meeting.

e) CL2 Lab Inspection – Sarah/Timothy: Sarah didn't send out report yet. Results are written out. **ACTION: Sarah will send to group for review.**

f) Committee Terms of Reference- Colin: Colin sent out updated draft to committee. Timothy has nothing to add to them, they look good. Any other feedback? Lucille sent comments via email previously, was wondering why wording is vague. Issues come up and have to be dealt with per case so the TOR wording can't be too specific overall. Nancy: Keep open ended wording rather than restricting mandate too much. Tim agrees. Colin says send suggestions to him if any further changes are needed. Want final draft for next meeting so committee can approve.

g) i) Lab room temperature in Winter: Trent: Meeting was set with Warren but cancelled. Will follow up in the fall.

ii) Fume hood service dates: Not looked at in chemistry. Jamie-Lee looked at in biology, all ok, but due for renewal this summer. Facilities manages fume hoods, not sure about physics and geology being tested- labels say they have been. Not certain about deadlines. **ACTION: Tara Geiger will check AHT dates.** Nancy says S233 supposed to be turned off due to noise. Not used anyway. S274 is checked every two months. Remove from agenda

h) Science SOP's on OneTRU: Sarah: admin assistant is coming back tomorrow April 1st. Will be harder to do remotely but is being worked on. Timothy: if lab techs can help with this, let him know. Raj (Sarah's new admin assistant) will help with this.

i) Update on pandemic committee: Sarah says pandemic committee doesn't exist anymore when EOC took over. Got to state of emergency so control is taken over by hierarchy: resources for city, TRU and province have all activated their EOC. Stacey and Steve are members of TRU's EOC, not Sarah. Just keep checking emails and website for information.

j) Student space and workspaces: Nancy is trying to keep in touch with her students, currently they are finding no space to work now that campus has limited rooms open, it's increasingly difficult. Trying to work in dorm rooms and apartments etc. Some computer labs are open, but some students aren't needing computers necessarily. Where are we for accommodating students that are still here? Sarah: not involved in closure of spaces, needing to deter group gatherings, should bring up with Dean's and Christine, not a safety committee issue rather than student space issue. Want social distancing but there is no monitoring for that, it's on the students to maintain this on their own. Janitors are cleaning open spaces but talk to the Dean and EOC if needing more workspace. Trent: Student street and mezzanine are available still, computer labs in OM are available. Nancy: Students are looking for

	places with tables to sit that are six feet apart. Maybe reconfigure desk availability in student street to make sure distance is maintained? Lab space has computers unplugged but ventilation is not great. Faculty meeting at 3 today. ACTION: Nancy can bring up to Tom Dickinson
6	New Business
	<p>a) Health and safety responsibilities when working from home: Timothy sent out link from WorkSafeBC re: working from home Employers should have policy for working from home, reporting to managers, protocols for working from home, how to contact employer, safe place practices and ergonomic practices for working from home. TRU doesn't have a policy in place but we can view ergonomics link on TRU website. We are all working from home temporarily so it's not as feasible to have a policy in place. Science office is taking things home like chairs etc. if needed but keeping a list of who is taking what home. Could be organized by department. ACTION: Sarah will bring this up with Steve, Matt and Larry. Timothy: Should it be taken to JOHSC meeting? Sarah: This is beyond JOHSC, would go straight to the top.</p> <p>b) Additions-none</p> <p>c) Incidents: (Sarah/All) Anything at home? No incidents to report. Before Covid-19 there was metal dust blown into an eye but that's it for now.</p> <p>d) Trent/Marten: Is Austin still working on campus? No, he is done. Everyone should be off campus now. ACTION: Trent is going in to check on equipment etc. and will make sure everything is turned off. Jamie-lee will check natural gas is off in micro lab today.</p>
	Next meeting Tuesday, April 28th. Timothy will send doodle poll out re: timing
7	Adjournment
	Meeting adjourned at 11:06