

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 (Mar 3)	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	A	Y	Y	Y	Y	Y				
Trent Hammer	Chemistry	Y	Y	Y	Y	Y	Y	Y				
Colin Taylor	Physics	Y	Y	Y	Y	A	Y	Y				
Timothy Crowe	Microbiology	Y	Y	Y	Y	Y	Y	Y				
Joanna Urban	Microbiology						Y	A				
Tara Geiger	AHT	A	A	A	A	A	A	A				
Wendy McKenzie	Nursing	Y	Y	Y	A	A	Y	Y				
Doreen Grenier	Nursing						Y	A				
Jamie Ushko	Biology	Y	Y	Y	A	Y	Y	Y				
Janine Rostron	Respiratory Therapy	Y	Y	Y	Y	Y	Y	Y				
Christine Miller	UPrep	Y	Y	A	A	A	A	A				
Marten Lettinga	Chemistry	Y	A	A	A	A	Y	A				
Sheri Watson	NRS	A	A	P	Y	A	Y	Y				
Nancy Van Wagoner	Geology	Y	A	A	A	A	A	A				
Resource members												
Sarah Martin	AD, OSEM	Y	A	Y	Y	Y	Y	Y				
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y	Y				

1	Meeting called to order at 1035
2	Motion to adopt agenda by Sheri Watson, seconded by Lucille Anderson
3	Review of Minutes from January 28, 2020
4	<p>Lucille: change page 3 number 2: student member on committee “might be conflict of interest” means to say “concerned about giving negative impression from subject matter discussed” Re: TRU organization, priorities, resource allocation-don’t want to have to curb discussion in presence of a student. ACTION: Tara will edit January 28/20 minutes</p> <p>Vote to amend January 20, 2020 minutes: YES</p> <p>Motion to adopt January 28, 2020 minutes by Colin Taylor, seconded by Trent Hammer</p>
5	Old Business from January 28, 2020
	<p>a) New chemical storage, labelling and inventory system- Sarah: Budget approved for inventory system! Not as much money as hoped but can work within it. Run out of University of Ottawa, has 17 universities using it currently. Server is Canadian run so info security safe. Was recommended from chemistry meeting list of options. Trent: Will bar coding equipment be bought? Yes. Warehouse will receive it and attach barcode then redistribute. Distribution will be managed by Health and Safety or assigned to a specific person. Bulk of work will be done this summer. This program called Hechmet has a model within it for Biosafety inventory as well. Chemistry and Biology departments can watch demo to see how program works.</p> <p>Action: Timothy will send out doodle poll for demo dates and send to Sarah.</p>

Action: Sarah will set up demo then data needs to be sent to TRU info security also which takes time to get approved. Should NRS be part of demo meeting too?

Action: Shri will ask NRS to see if there's interest and get back to Sarah. Timothy's role will involve management of chemicals and departmental distribution. Can't deliver chemicals to offices.

b) Emergency Marshals- new training? Stacy training in new Nursing building first. Science Building TBD.

c) Hand sanitizer stations: Janine: All installed by Facilities in locations that were requested. Initial install didn't hold on brick so needed to drill in to secure. Stations were sent without key to remove them but can use paperclip to remove containers for refilling. Will be checked bimonthly. Remove from agenda

d) Chemistry Manual – Timothy/Sarah: Renamed from biosafety chemical manual- still in progress

e) Chemical Spill Procedures Audit: Did everyone go back to their departments and see who has read procedures? Only Sheri asked NRS if there is any record of who has been trained... no records currently. How is this related to SOP's? If it's a spill it is SOP, part of training. Questions such as "Have you read and understood SOP, do you know where it's located and what to do?" Supervisors should be aware of range of events that could happen. Sarah has admin staff coming back to position April first. Will be removing SOP's from internal web, and move to OneTRU, and sorting which need to go on external site also. Sarah wants to put training modules onto Moodle (videos, power points etc.) so it's accessible university wide vs. only safety committee. Trent showed the committee chemical spill buckets that are from chemistry labs. **ACTION: Trent will send pdf instructions to Lucille.** Timothy: when someone new comes in, are they shown location of buckets and what is being done and how to look after spills? NRS employees are being sort of trained but no records kept. **ACTION: Everyone follow up with your department before next meeting.**

f) CL2 Lab Inspection – Sarah/Timothy: Inspection done over reading break, list of what needs to be changed was created. **ACTION: Sarah will type up summary list and actions will be sent to biosafety group.** Most changes are procedural, some signs need to go up. Sheri wondering if NRS rep is on biosafety committee but she's not getting emails or heard from that committee. **Action: Sarah will add Sheri to that committee.**

g) Committee Terms of Reference- Colin: Sent out updated TOR:

1. We don't need student as permanent member but if required, we can have one invited to meetings.
2. Membership: correct, Nursing will have own committee when they move to new building. Add LTC's to be inclusive under faculty members.

	<p>3. Length of Chair terms: one academic year, all serving members are one year term. No limit to number of one-year terms someone can do. Cross out at top? Leave off dean’s assistant, they can be invited to attend. From OHS view, need representation of employer. Safety committee is specialized resource, not like JOHSC requirement. JOHSC has the right to assign involvement of safety committee but if it’s too much can send to JOHSC. Just needs to be representative.</p> <p>4. Cross out administrator. Timothy: Do we want to remove “Health” and go with just “Science safety committee”? Colin changed it to say just Science Safety and Health Committee to remove “health science” confusion. Timothy: Question re: responsibilities of members vs committee: JOHSC doesn’t differentiate, only separates Chair’s responsibilities. Must take any TOR changes to steering committee to be ratified. Action: Everyone send any comments to Colin.</p> <p>h) Air quality in Chemistry Labs: nothing new, remove from agenda</p> <p>i) Lab room temperature in Winter: Trent: Meeting with Lauren was cancelled. Sarah met with Tom Dickinson re: ventilation in lab spaces and temp in labs. Must be “reasonably comfortable”. BC building code says 20-25 degrees, not 8. Steve wants more info. Whoever has issues, send Sarah email. ACTION: Everyone check fume hoods for last service date and let her know please. CL2 inspection showed outdated stickers. Jamie-Lee’s side are current but expire in June 2020. Trent: Are they circulating fume hoods? No. Facilities does fume hoods, Sarah does BSC’s. Trent wants meeting with Warren to create standardized plan for future events.</p> <p>j) Science SOP’s on OneTRU: see item E) above. Sarah waiting for admin to return April 1st. Wanting procedures to be easy to find, not hidden. Her dep’t will provide standardized resources and documented training. Wants to develop training guidelines with HR, each dep’t would develop their own training. (WHMIS, specific requirements for each dep’t). Will be in chemical management manual. Currently only biosafety is visible on website and some from Trades.</p>
6	New Business
	<p>a) Additions: Update on pandemic committee: Formed due to Covid-19 epi/pandemic. Biweekly whole group meets, weekly as mini group. Waiting for more hand sanitizer stations to arrive, increased janitorial services, posters in bathrooms and kitchen access, posters in shared spaces, common spaces. Creating FAQ fact sheet, and TRU website has big link with all the current info. Lucille: Does it say about attendance of sick students? Sarah is waiting for provost office to reply. Attendance is currently set by instructor requirements, some programs have requirement built in. Currently the committee is monitoring travelling students and has shut down travel of students and faculty between Canada and International destinations. For the students that have already travelled, let Sarah know. Following Canadian CDC guidelines: self-quarantine if no symptoms. The virus can live on</p>

	<p>surfaces for 5-7 days. Extra cleaning is being done to table tops, computer keyboards, table tops in Student Street etc. Is anyone actually monitoring janitorial workers that this is being done? No. In Nursing all faculty are fit tested. Wendy has 500 N95's masks and also some of the smaller ones. Sarah can fit test but doesn't have any masks. Trent has three boxes. Nursing will contact Gordon and tell him to come do fit testing but they only have the masks for Nursing, not TRU. Sheri has some masks with NRS but protocol has changed. ACTION: Sarah will check them.</p> <p>b) Incidents (Sarah/All): Students: Near miss in science: student dropped flask and it broke but no hurt or exposure injury. 5 first aids: one burn, two cuts, three foreign body. Nursing had three exposures. Staff: One staff member went to WCB: required stitches, no lost time, 2 slip trip fall, 1 minor cut on diffuser</p>
	<p>Next meeting Tuesday, March 31st, at 10:30 am S270</p>
7	<p>Adjournment</p>
	<p>Meeting adjourned at 11:23</p>