

**Attendance August 2019 – June 2020**

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug Sep 5	Sep 25	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	A									
Trent Hammer	Chemistry	Y	Y									
Colin Taylor	Physics	Y	Y									
Timothy Crowe	Micro	Y	Y									
Sonia Walczak	AHT	A	A									
Wendy McKenzie	Nursing	Y	Y									
Jamie Ushko	Biology	Y	Y									
Janine Rostron	Respiratory Therapy	Y	Y									
Christine Miller	UPrep	Y	Y									
Marten Lettinga	Chemistry	Y	A									
Jacque Sorensen	NRS	Y	A									
Sheri Watson	NRS	A	A									
Nancy Van Wagoner	Geology	Y	A									
TBD	Math											
TBD	Computing											
Resource members												
Sarah Martin	AD, OSEM	Y	A									
Tara Langley	Recorder	Y	Y									

1	<b>Meeting called to order at 10:32</b>
2	<b>Motion</b> to adopt agenda by Janine Rostron, seconded by Colin Taylor
3	<b>Review of Minutes from September 5, 2019</b>
4	Christine questioned item 4.d: was there action item regarding thefts? Trent contacted Stacey Jyrkkanen. See item 5.b below <b>Motion</b> to adopt <b>September 5, 2019</b> minutes by Christine Miller, seconded by Colin Taylor
5	<b>Old Business from September 5, 2019</b>
	<p>a) <b>New chemical storage, labelling and inventory system:</b>  <b>Biology-</b> Need proper storage: Trent and Timothy will discuss. Table for now</p> <p>b) <b>Office security:</b> Trent wasn't able to mention at Faculty Council, however he emailed Stacey J. regarding theft and interference incidences. Stacey was not aware of some of the incidents, recommended that when an incident or security breach happens, contact security immediately (local 5033 and <a href="mailto:security@tru.ca">security@tru.ca</a> ). If issue is repeated, also let Trent or Timothy know. <b>Action: Everyone to review their areas frequently to narrow time frame when incidents occur.</b></p> <p>c) <b>Emergency Marshals:</b> Stacey did training Monday Sept. 9/19 before fire drills. <b>Action: Trent will email Stacey re: how many more marshals are needed, when the next training date is and if there is a list of wardens available and how we can help with this.</b></p>

	<p>d) <b>Scent reduced awareness:</b> Janine discovered the link on TRU Wellness page has already been removed. The new link goes to Dalhousie University’s scent policy. Janine emailed Chelsea to collaborate on building our own policy keeping within our 5 priorities.</p> <p>e) <b>Hand sanitizer stations:</b> Janine sent Archibus for installation of stations. Waiting to hear back from facilities regarding locations.</p> <p>f) <b>Hazardous Chemical Use Manual (guidelines/criteria):</b> Table to next meeting</p> <p>g) <b>Requests from Respiratory Therapy:</b>  i. <b>Concern for the potential for repeat chemical spill in faculty hallway</b>  Sarah is away, she will bring Stacey’s procedure for these situations to the next meeting.</p> <p>h) <b>Biosafety Officer: Safety in Level 2 Lab and requirements:</b> Sarah is doing biosafety training this week. Jon Van Hamme is Biosafety Officer in her absence. This item is complete.</p> <p>i) <b>Mold at north entrance near Science office:</b> Discussed options there. Carpet shouldn’t cover grate. Windows have been leaking/repared repeatedly.  <b>Action: Timothy will discuss possible remedies with Sarah</b></p> <p>j) <b>CL2 Containment Breach:</b> Sarah spoke with individual that was responsible. Action: Timothy will double check with Sarah that she spoke to Biology dept.</p> <p>k) <b>Janitorial:</b> Trent decided against inviting Facilities to H/S meeting. New procedure is to report issues first to <a href="mailto:janitor@tru.ca">janitor@tru.ca</a> and if they don’t respond, send again with CC to Verlinda Wale. If still no response, let Trent/Timothy know. Janine sent list of issues to janitors and they requested a walk through. Since then, RESP area has been cleaned regularly. Wendy suggested setting up specific schedule for regular cleaning to avoid drop off in cleaning service.</p>
<b>6</b>	<b>New Business</b>
	<p>a) <b>Additions:</b> none</p> <p>b) <b>Incidents: (Sarah/All):</b> Venturi vacuum pump set up in Chem lab which uses compressed air vented to fume hood, however was accidentally vented into the room instead. This was caught quickly and issue was fixed. Saves 30,000 L of water a year with this system.</p> <p>c) <b>Lab Biosafety Cabinets:</b> Need to be certified annually, currently they are expired. Timothy contacted Sarah and she will look into what work can be done vs. potential risks, on a case by case basis.</p>

	<p>d) <b>Elevator maintenance:</b> Jamie noticed that there is no certification/safety check sticker anywhere in the elevator. Wondering who maintains it. <b>Action: Jamie will send Archibus to get elevator looked at before researching rules/regulations/provincial legislation if needed.</b></p> <p>e) <b>Handicapped parking spaces:</b> Lucille spoke to Verlinda Wale, Janis Setka from parking and Theron Reid from HR but no one knows how many on campus actually need these spots. Lucille requested Janis to provide detailed directions on how to pay for these stalls. <b>Action: Lucille will monitor the spaces three days a week when she is here to see who is using these spots.</b></p>
	<p>Next meeting Wednesday October 25<sup>th</sup> 2019 at 1030</p>
7	<p><b>Adjournment</b></p>
	<p>Meeting adjourned at 10:58am</p>