

Attendance August 2019 – June 2020

Y=Present

P=Proxy received

A=Absent

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

1	Meeting called to order at 10:31 Motion to adopt agenda by Wendy McKenzie, seconded by Christine Miller
2	Review of Minutes from June 10, 2019 Motion to adopt June 10, 2019 minutes by Timothy Crowe, seconded by Colin Taylor
3	Old Business from June 10, 2019 a) New chemical storage, labelling and inventory system: Biology- Chemicals are labelled, need to ensure proper storage. Timothy is joining Chemistry Management for campus and TRU community. Will be doing chem prep for Science Bldg as well as Health and Safety. Action: Need new BIOL rep for Health and Safety committee. b) Sign-off for the lathe: Colin has signs up in workshop. General sheet for power tools (metal lathe, milling machine, drill press etc.) Action: See Colin for training in S262, then you can train your students and sign them off. c) Office security- photo copier room: Trent says lock is too expensive. Action: Trent will contact facilities re: better ventilation and will bring up at Faculty Council

- d) **Emergency Marshals:** List of Marshals emailed to SHSC Members. Stacey will do training Monday Sept. 9/19 before fire drills. **Action: Trent will email Stacey re: time and send out to H&S Committee**
- e) **Scent reduced awareness:** Janine was away all summer **Action: will contact Marcy Desrosier re: fixing link on website.**
- f) **Hand sanitizer stations:** Still needing these installed. Needs to be unscented, ethanol based solution. Action: Janine will look into what is used around campus and submit Archibus for station outside RESP clinic. Janine will also plan and create list of where they are to be located for rest of the building. (ie. Inside external entry ways, outside washrooms, S365 micro prep area)
- g) **Hazardous Chemical Use Manual (guidelines/criteria):** Timothy and Trent will discuss this.
- h) **Requests from Respiratory Therapy:**
- i. **Concern for the potential for repeat chemical spill in faculty hallway** Stacey addressed in previous minutes. Where can we locate procedure for spill clean-up? Usually treated under emergency management. **Action: Sarah will talk to Stacey and let committee know what level of procedure this is and where it is found online.**
 - ii. **Questions/concerns about hanging posters in RESP hallway:** Free standing poster boards are not allowed but if tacking on to existing bulletin board, that is fine. Nothing can hang in stairwells. Paper on concrete walls is fine.
- i) **CL-2 lab inspection from Feb 5/19:** Timothy met with Sarah who is in charge of biosafety. Sanitizer is needed by the door. Question regarding training of the janitorial staff (such high turnover). Not acceptable for security reasons, even though cleaning company is bonded, this is not preventing loss. Are all new cleaners being trained in biosafety? Students, faculty, facilities, cleaners should have level 2 training. Currently Nursing makes special janitor request twice a year for deep cleaning. **Action: Trent will ask facilities to join next health and safety meeting so this can be discussed. Everyone please make a list of your areas of what you specifically need cleaned/sanitized.**
- j) **Biosafety officer: Safety in Level 2 Lab and requirements:** Ties in with inspection. Stacey Jyrkkanen remains in this role until Sarah Martin is trained in a few weeks, then she will take over officially.
- k) **CL-2 lab incident involving chairs:** Tim, Stacey, Warren and Michael discussed incident in formal investigation. Recommendation is for formal training for people entering the lab. Also fob on S367, and lock is being replaced with SK22 key only. (Currently still lockable from the inside). Only Security, Sarah, Lab Tech and Stacey will

	<p>have that key, everyone else will get the fob. Doors will automatically lock when they shut. Door to prep area is currently unlocked.</p> <p>l) Parking: Handicapped spaces increased to 5. If a person has handicapped designation, still must buy general parking ticket. Last year student services was giving out handicapped stickers so faculty couldn't park in those spots. Warren and OHS do NOT want parking brought up at JOSCH meetings anymore. It is Parking Committee responsibility (Nursing rep is Arleigh Bell). Action: Lucille will follow up on how many staff have handicapped designation and to signage with instructions for how to pay for these stalls.</p>
4	New Business
	<p>a) Mold at north entrance near Science Office: The mat at the first floor entrance was moldy and stunk. Carpet grates should not be covered by anything. Currently janitors vs. facilities deciding who is responsible to replace/clean carpet strips.</p> <p>b) Additions: Clothing cleaner for lab coats: Nursing owns their own commercial grade washer dryer that TA's and lab tech uses for cleaning. Respiratory Therapy has their own washer and ventless dryer. Action: Timothy will explore for place to put a commercial grade washer and dryer for Chem/Biol. Possibly in 370A next to dishwasher?</p> <p>c) Incidents: (Sarah/All): Slips, trips and falls: Due to uneven pavement. Sports student broke her ankle requiring surgery. CL2 containment issue: Professor took out demo plates with CL2 organism on them without permission. Wasn't wearing gloves, put students at risk. Left them without notifying anyone. Jamie was exposed unknowingly. Action: Sarah is meeting with Biology faculty to discuss incident and safety protocols</p> <p>d) Theft: Orientation items were taken from Lucille's office, removed contents of the box, put box in recycling bin. Parking pass was stolen from Susan Purdy's office but envelope was left. Last semester Nancy had geodes stolen from display cabinets, and completed student exams from her desk. Nursing labs have had mannequins rearranged and RESP mannequins also. Nursing put up posters saying "under surveillance" and this helped temporarily. Demo drugs, needles and syringes stolen from Nursing lab. Jamie has found them in upstairs biology labs (still in packages). Action item: Trent to contact Stacey</p>
	Next Meeting end of September 2019
5	Adjournment
	Meeting adjourned at 11:25 am