

Faculty of Science

Science Safety and Health Committee Minutes

December 17, 2020 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	Feb	Mar	Apr	May	Jun	
Sonia Walczak	AHT	A	Y	Y	A							
Tara Geiger	AHT	Y	A	A	A							
Jamie Ushko	Biology tech, JOHSC	Y	Y	Y	Y							
Christine Petersen	Biology	Y	Y	Y	Y							
Trent Hammer	Chemistry	Y	Y	Y	Y							
Christina Mohr	Chemistry	Y	Y	Y	Y							
Nisha Puthiyedth	Computing Science	Y	Y	P	Y							
Yan Yan	Computing Science	Y	Y	Y	Y							
Nancy Van Wagoner	Geology	Y	Y	Y	Y							
Yehia Mahmoud	Math			Y	A							
	Math											
Kathy Baethke	Microbiology		Y	Y	Y							
Joanna Urban	Microbiology	A	A	Y	Y							
Sheri Watson	NRS	Y	Y	Y	Y							
Colin Taylor	Physics	Y	Y	Y	Y							
Janine Rostron	Respiratory Therapy	P	Y	A	Y							
Christine Miller	UEPrep	Y	A	A	Y							
Resource members												
Sarah Martin	Health Safety Manager	Y	A	A	Y							
Timothy Crowe	OSEM	Y	Y	Y	Y							
Tara Langley	Recorder	Y	Y	Y	Y							

1. Meeting called to order: 10:33

2. Motion to adopt agenda by: Jamie-Lee Ushko **seconded by:** Sheri Watson **Approved.**

3. Review of Minutes from Nov 16, 2020: No changes needed

4. Motion to adopt Nov 16, 2020 minutes by: Christine Petersen **seconded by:** Joanna Urban **Approved.**

5. Old Business:

a) TOR- Colin: Sent to Faculty Council, they are meeting today.

- Piper is going to post the TOR and people will state if any objections, otherwise approved.
- Joanna: Discussion would be today but she would like an adjustment regarding committee member responsibility for safety inspections, lack of training for committee members and the amount of proposed responsibility OHS is putting on SSHC members.

- Thanks to Colin for putting the new TOR together and all the work that went into it.

b) **Hot Air Dryers and Paper Towels-Trent:** Archibus was sent in yesterday by Trent.

c) **Hand Sanitizer Stations-Janine:** She has confirmed that we can't refill the current stations.

- **ACTION: Janine will talk to facilities regarding removing/replacing them.**

d) **Science Building Inspections- Sarah/Timothy:** There seem to be many misconceptions: OSEM is not passing their work on. Safety inspections are everyone's responsibility. Needing formal documentation for workplace inspections to bring forth safety concerns and ensure immediate resolve to issues.

- JOHSC committee has very strict rules, they must be followed. Other departments are also having to do these inspections. The past few months this was not enforced as much by JOHSC due to Covid (members have not been on campus).
- OSEM is looking for core group from CUPE to do these inspections, TRUFA and Admin will also be supporting these tasks. Basic level, is your workplace safe: fire extinguishers, clear exits etc.
- The 10-page document previously provided was only a first draft. Looking to break it down into smaller sections, maybe 30 mins of work required by committee members. Core items will remain OSEM responsibility. The checklist template is evergreen and still under construction.
- The 10 pages are broken into sections so not everyone is doing all the tasks, but rather each are responsible for a few pages. Initial presentation was perhaps misleading and caused confusion. Previously there were members of the safety teams doing these tasks already but they were taken on by Gordon Mauritz over time. Safety inspections need to become collaborative again within all departments and employee groups.
- Joanna: Historically there have been committee member responsibilities and these are continually done. Even non-committee members and lab technicians did inspections or if something needed attention, it was brought forward. Sarah: lab safety in general is the responsibility of lab techs but general support is needed so it is not all on them. Training will be given to those that step up to fulfill the roles. The same is being done with Nursing, training will be given as well to them. Only basic training is needed, nothing too technical.
- OSEM plans to build lab science safety program, currently restructuring is happening there so it will take a bit of time. Sarah is hoping to create a package to present to Dean of Science.
- Kathy: Thank you for explaining where this all coming from-as a new member there is confusion regarding what members are really responsible for. She looked at what UBC local safety teams do, what their TOR is. They have a general inspection list and what is mandatory, and how it is broken down. Suggestion for new members is to look at the UBC docs. **ACTION: Kathy will download these docs as a reference to look at to compare.** Sarah is open to looking at these resources for reference and possibly adapting to our program.
- Colin: If this gets too much of a big deal, people are going to drop off the committee. Colin does bimonthly checklist already which is long. Colin believes admin would like to unload costs, and it would save the university money if they can offload their work. Sarah: the 10-page draft wasn't final, it is just the beginning. Two OSEM positions are open right now so this is not finished. This is a group responsibility, no intent for one person to do it all.
- Janine: What is the difference between our new TOR and the role and responsibilities of the safety committee? Does this new inspection list replace the current safety marshal monthly inspection? Marshal list is reported to Stacey. Stacey wants to work on the marshal program. The new OSEM position will revamp that program. OSEM is not looking for two inspections, everything will be done under one.

- If committee members want to help develop the checklists, we can work together with Sarah to create a checklist for mandatory basic inspection, then specific ones for higher risk areas separately.
- Janine: Can we form a sub-committee to work on this new document? Let's look at the UBC ones and we can edit our own. UBC structure is a little different than TRU.
- Nancy: Where do we go from here? UBC has a lot more support staff, this won't work for TRU due to our smaller numbers for staffing. Sarah understands, we will look at it but create our own model for TRU and only use what works for us.
- Joanna: 2 OSEM positions will be replaced- is Gordon's position being replaced exactly or will the jobs be different? Sarah: this is still being sorted out. There are safety programs and a foundation but it is outdated and needs to be renewed and grow with the institute. Sarah created an exempt position for someone to help renew and create additional safety programs as she can't do this alone. Second position is a hybrid between Timothy's and Gordon's. The work is still there but only unnecessary tasks were removed. After programs are built, Sarah wants second support position to run the programs, hopefully within 1-2 years. The first two positions should be filled soon, then a third person in later.
- The OSEM technical level inspections will still be done by OSEM.
- Jamie-Lee: Will the new position be developing the checklists that our members will be doing? Sarah, yes but open to having committee member involved in creating this as well. Members will be trained on how to do the new inspections once the checklists are complete. When new programs are implemented, there will be training on those as well. Everyone will be trained and ready when it starts.
- Joanna: Will we have people coming and physically doing the inspections at the OSEM levels? We would like to have non-member people physically doing the inspections. Sarah: The inspections we are asking for are base level, housekeeping checks to ensure daily safety.
- Nancy: Committee members are already so busy that this should be independent people not faculty doing the jobs. Would like to see a specific person doing these safety checks in an official role with these tasks built into their job descriptions. Sarah: Fire systems, alarms etc. are still the responsibility of OSEM. General basic checks can be done on less frequent basis.
- Timothy: Wanted to highlight that safety is everyone's responsibility. WCB legislation states participation is mandatory and it's in the TOR. Safety committee needs to move forward on how the tasks will be done, it's part of everyone's job.
- Joanna: We all are aware that safety is everyone responsibility, and everyone is careful in their departments. These additional requirements should be the safety office's responsibility.
- Kathy: JOHSC is a WCB act, local committees are not. **ACTION: Everyone look at UBC papers to get idea of what is being asked.** The committee decides the frequency that the inspection is done. It might reassure members as the specifics of what is being asked to be done are not in place yet. **ACTION: Trent will post a discussion on teams, can create a team to help Sarah define the checklist.**

6. New Business:

- **CL-2 Biosafety Inspection in the New year-Timothy:** These aren't on the regular inspection list right now. **ACTION: Kathy will work on it with Sarah to ensure it doesn't get missed.**

7. Additions:

- **Committee Member onboarding training: Kathy:** There is no documentation regarding the

committee and its tasks. Can we put together a welcome package for new members with training and expectations? There is Moodle training for JOHSC, it is a large amount of information, also the employer advisory group has 4 training modules for JOHSC but this is a bit more than sub-committee requirements. Modules are free, Sarah can send links out if anyone wishes to do it.

Table to next month's meeting.

8. Incidents: Break-in in geology rock case in hallway- Tom Piper discovered it and called security on Dec 15th. Sounded like they already knew. Nancy, the geology Chair weren't informed, not sure if the Dean was informed. Only one sample is left. No information was passed on to the faculty responsible for this space. Stacey is responsible for responding to these requests. Nancy will follow up with Stacy and cc the Dean and geology Chair. Is uncertain if she should clean it up in the meantime? Not the first time this has happened, minerals and fossils were stolen too.

- Would like a biosafety officer again, however Sarah states that this isn't able to happen for awhile.
- Sarah is not trying to overload anyone, and appreciates all the work everyone is already doing, commends the committee on what is already being done.
- Kathy: Walked into the lab and saw a large bag of things to be autoclaved that she had to open and separate into smaller amounts as well as find who was involved. The bag was way too full and a biohazard. People need to be able to come to the techs to ask questions or for help and feel safe if they don't know something.

8. Next meeting: Tara will send out doodle poll for dates and times for meetings next semester and cancel current series invitations.

9. Adjourned at: 11:30

Minutes recorded by Tara Langley, reviewed by Trent Hammer.