

**Faculty of Science**

**Science Safety and Health Committee Minutes**

**January 26, 2022 online**

**Attendance August 2021 – June 2022**

Y=Present

P=Proxy received

A=Absent

<i>Name</i>	<i>Area</i>	Aug 20	Sep 24	Oct 22	Nov 19	Dec 17	Jan 26	Feb	Mar	Apr	May	Jun
Sonia Walczak	AHT	Y	Y	A	A	Y	A					
Tara Geiger	AHT	A	A	A	Y	A	Y					
Kathy Baethke	Biology tech-Co-chair	P	Y	Y	Y	Y	Y					
Christine Petersen	Biology	Y	Y	Y	Y	Y	Y					
Trent Hammer	Chemistry	Y	Y	L	E	F	T	C	O	M	M	
Michelle Bohem	Chemistry tech		Y	Y	Y	Y	Y					
Christina Mohr	Chemistry	Y	Y	Y	Y	Y	P					
Nisha Puthiyedth	Computing Science	P	P	P	P	Y	Y					
Yan Yan	Computing Science	Y	Y	Y	Y	Y	Y					
Catharine Tatarniuk	Engineering	Y	Y	Y	Y	Y	P					
Priya Soni	Engineering				Y	A	P					
Nancy Van Wagoner	Geology	S	A	B	B	A	T	I	C	A	L	
Yehia Mahmoud	Math	A	A	A	A	A	A					
Joanna Urban	Microbiology-Co-chair	A	Y	Y	Y	P	Y					
Sheri Watson	NRS	Y	Y	Y	Y	Y	Y					
Colin Taylor	Physics	Y	Y	Y	Y	Y	Y					
Janine Rostron	Respiratory Therapy	Y	Y	Y	Y	Y	Y					
Christine Miller	UEPrep	A	Y	P	P	Y	P					
<b>Resource members</b>												
Stephanie Lawrence	OSEM	Y	A	Y	Y	Y	A					
Sarah Martin	Health Safety Manager	Y	Y	A	P	Y	Y					
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y					
Corinne Petersen	Administrative Rep	Y	Y	Y	A	P	Y					

*Yasin Mamatjan attending as proxy for Catharine Tatarniuk.*

1. Meeting called to order: 10:02
2. Motion to adopt agenda by: Joanna Urban **Seconded by:** Sheri Watson **Passed.**
  - Additions to agenda: Add signage on end of Nursing building where stairs are with no railing, accessibility letter, communication regarding reps for science committee-where to find minutes and who reps are
3. Review of Minutes from December 17, 2021: no changes
4. Motion to adopt December 17, 2021 minutes by: Janine Rostron **Seconded by:** Joanna Urban **Passed.**
5. Old Business:
  - a) Chemical Management Software Update- OSEM: Access to system now: labels, barcodes are made.

- Everything is paid for, procedure is being drafted for SSHC committee and procurement.
- **ACTION: Committee to review procedure and give OSEM feedback when it's sent out.**
- Working with Ottawa to set up department branches within system. OSEM will do training on process soon.
- Auditing and retraining will be done as needed.

b) Emergency Wardens - OSEM:

- Master list of location and names of wardens will be sent out, retraining will be done and vests handed out.
- Will be using MS Teams app via cellphones instead of radios

c) Inspections Training - OSEM:

- One happened last week, there will be one more session held soon. Great response and participation so far.

d) Representative needed for JOHSC:

- Christina Mohr will be representative for SSHC

e) Posting names of SSHC committee members:

- Science website has list where minutes are placed, already contains membership list.
- Email will be sent to all faculty in October and beginning of March each year to direct where to find this info.
- Motion to send mail out in October and February to direct faculty where to find SSHC info. **Joanna Urban motion, Sheri Watson seconded. All in favor. Passed.**

f) Accessibility letter in teams folder: only some have added to this.

- **ACTION: Everyone please review letter in MS Teams folder for edits.**

6. New Business:

a) Clarification on COVID protocols: Christine Petersen: TRU Decision management tree question: report to Sarah Martin [samartin@tru.ca](mailto:samartin@tru.ca) directly if someone has a positive Covid result.

- Identify cases by course and week when emailing

b) Inspection checklist format:

- Outside inspections should be done when snow is present- do Archibus request if snow is not removed properly.
- Prefer specific list for specific areas rather than all one big list together- current list being used is only for general spaces.
- OSEM is working on specialty area inspection checklists still, can use science checklists that were created by this committee in the interim
- Janine Rostron, Nisha Puthiyedth and Kathy Baethke will do outside inspection in coming week. **ACTION: Kathy will arrange and contact this group**

c) Boxes under east second to third floor stairs (Christina/Kathy): Boxes being placed too close to radiator

- **ACTION: Everyone discuss with your department, do not leave boxes there. Only books can go on the shelves.** Do not leave on the floor until there is room on the shelf.
- Shelving spaces could be moved to student study area S230A

d) Incidents (Sarah/All): January: 2 staff first-aid, 5 student injuries

e) Inspections review (OSEM): table

f) Meetings in the new year: Last Wednesday of the month at 10:00 AM

g) Volunteers for next inspection: OSEM has schedule

h) NPH building stair safety at back of building: This is actually seating- very poor visibility, signage is not in the correct place.

- *ACTION: Sarah Martin will bring forward request for benches to block the drop off to facilities, possibly some plant pots also.*

7. Adjourned: 10:51

*Next meeting: Wednesday, March 23<sup>rd</sup>, 10:00 AM MS Teams*

*Minutes recorded by Tara Langley and reviewed by Kathy Baethke.*