

**StaceFaculty of Science & School of Nursing Safety Committee (SHSC)**  
**Meeting Minutes for April 21, 2016, 10:00 AM, room S309**  
**Attendance Aug 2015-June 2016 (X = present) (A = absent) (P = proxy received)**

Meeting Dates		8. 27	9. 24	10. 29	11 26	12. 17	1. 28	2. 25	3. 31	4. 21	5.	6.	Notes	
Chan, Janine	Resp	X	X	X	X	<b>M E E T I N G  C A N C E L L E D</b>	X	X	X	X				
McKenzie, Wendy	Nursing	P	P	X	X		X	X	X	X				
Hammer, Trent	Chemistry	X	P	P	P		X	P	X	X				
Jyrkkanen, Stacey	Safety & EM	X	A	X	X		X	P	X	X				
Prescott, Walter	ARET	A	A	A	A		X	X	P	A				
Purdy, Susan	Biology	X	A	X	X		X	X	X	A				
Lettinga, Marten	Chemistry/ Co-Chair	X	P	X	X		X	X	X	X				
Robinson, Lesley	Math	A	A	A	A		A	A	A	A				
Horton, Jane	UPrep	A	A	X	X		P	P	A	X				
Sorensen, Jacque	NRS	X	A	A	P		X	X	P	A				
Taylor, Colin	Physics /Co-Chair	X	X	X	X		X	X	X	P				
Urban, Joanna	Micro	A	A	A	A		A	P	A	A				
Van Wagoner, Nancy	Geology	X	A	A	P		A	P	A	A				
Walczak, Sonia	AHT	P	A	X	P		X	X	P	X				
Duggan, Bunny	recorder	X	X	X	A	X	X	X	X					
Lucille Anderson	GUEST							X		X				

**1. Adoption of Agenda**

APPROVED and ADOPTED: Trent Hammer

SECOND: Janine Chan

## **2. Review of Minutes from March 25, 2016 Meeting**

Errors and Omissions: None

**Motion:** ACCEPT: Wendy McKenzie

SECOND by Janine Chan

APPROVED: All in favour

## **3. Old Business**

### **a) Emergency Program Training - (Stacey)**

Active Threat Training sign up for Science has been implemented – actual training will start next week on April 27 (1.5 hour duration, 5 available sessions, last one on May 10). Science and Nursing points of contact are as follows: Andrea Sullivan for Nursing and Judy Macdonald for Science. Animal Health will also be contacted. Tracking of employees who have completed the training will be in the form of sign-in sheets. Training will cover the Ken Lepin Building as well as other buildings since Science faculty also utilize other buildings on campus.

The Deans office will be informed of employees who have signed up and attended the training. It will be the Dean's office responsibility to follow up with personnel who have not completed the training. Current employees should be trained by December 2016.

Next step would be to have the training available through Moodle online. It will eventually be introduced to classes/students to take the training – and will possibly be done at the same time (by Winter 2017 semester) while students sign up for the TRU Emergency Alerts. Student Services will do a marketing campaign for students. Teaching Assistants (starting this Fall 2016 in Science) will need the training. Send Stacey (from S.E.M.) an email with the names of the T.A.s and she will coordinate the training.

### **b) 3D Printer Emission – ARET follow-up/education (Colin/Janine/Sue)**

Janine contacted Tom O'Byrne from Facilities and he informed her that the ARET 3D printer in OM 2708 was already hooked up properly to ventilation. The Committee recommends that the air-flow needs to be measured to see what the volume of air being moved out actually is. Testing has been done and it was undecided if the results met standards – it has been reported that there is still a smell present in the room. It was suggested that a contractor might need to be brought in to measure air-flow. Factors affecting the smell could possibly be due to an open/closed door during use or some people may be more sensitive to smells. To add another vent and system could cost \$10,000.00 or more – testing might be a few hundred dollars and should probably be completed first. If testing indicates that air-flow is adequate but people are still not comfortable with the smell in the room, other measures may need to be considered.

**Action:** Janine Chan to send email to Walter Prescott from ARET to confirm what the exact issues are - details are required before any action can be discussed. Committee member Janine will draft the email to Walter of ARET and copy Marten (Co-Chair of the SHS Committee).

**(c) Incident Investigations demonstration** – update (Stacey)

It was suggested to have Stacey give us training sessions (through case studies) during the first 10 to 15 minutes of future SHSC meetings, once or twice per semester.

**Action:** Marten to set up time for next meeting for training and liaise with Stacey on details

**(d) Emergency Marshalls** – Update (Marten)

There are enough Marshalls in the Ken Lepin building but we could use a few extra Marshalls in case when someone is away. Gordon sent Marten the list of Marshalls for the Science Building. We are not sure if all sections of the first floor (especially the sessional offices, electron microscope room and honors room) are being checked during a fire-alarm drill. Nancy Flood and Nadine Cornell are listed as the Marshalls for the first floor. Sonia W. will look into getting a list and updating it for the Animal Health Building. Road crossing is also an issue during fire-alarm drills. Make sure that Marshalls have stop signs for traffic while employees are crossing the road.

**Action:** Marten/Stacey will look into the signage available for current Marshalls.

**Action:** Marten has list of Marshalls for the Ken Lepin building to update if needed

**Action:** Marten to confirm first floor check during fire alarm drill with current Marshalls.

**(e) Old Elevator Issues** – update (Marten/Stacey)

We need to wait with addressing the elevator issue (e.g. access through an over-pass) until a final decision is made regarding the actual location of the new Nursing building.

**Tabled** until future meetings when a definite site for the new Nursing Building has been decided.

#### **4. New Business**

**(a) Incidents** - (Stacey) Two needle sticks at Royal Inland reported, one submitted immediately and second report was delayed a month before being submitted

**(b) WHMIS Training 2015**–Teaching Assistants and New Employees at TRU – required training. It would be advantageous to have the future Bio-Safety Officer on campus to set this up. Currently there is online training through CCOHS at a cost of \$10 (this training used to be free). Provide Stacey will the list of TAs that need to receive WHMIS 2015 training: \$35 per student for face-to-face or \$10 for online. Departments should be able to cover this cost. Hopefully by Fall 2017, we have our own TRU WHMIS training in place. TRU has an obligation to provide the training. WHMIS does not expire, however a workplace specific worksheet should be completed yearly. Stacey will provide a copy of this worksheet. Faculty responsible for labs should train TAs with this worksheet.

It will be offered in conjunction with an workplace specific online quiz created by Stacey. This quiz is directly related with workspace issues and should be completed annually as workspace changes regularly.

**Action:** Stacey to make the Online Quiz and Work-Sheet available to Faculty responsible for labs.

### **(c) Chemical Storage/labelling/ Disposal**

Waste pickup will be in the last week of May (April 30 deadline for online submission of hazardous waste form). There are years of accumulated chemicals to dispose of from Science at present.

Labelling: Choose labelling that suits departments, hopefully a work-study student will be able to assist with this task. Stacey is familiar with the different pricing and label types. Stacey has sent information to Christina Mohr.

Barcode for inventory is being looked at for in the future. It was reported by a committee member that Trades and Technology are currently working on a barcode system for their tools and equipment – we should confer with them. UBC-O also has a system in place.

Chemical Storage dispensing room is currently being planned– it is hoped to be completed by September. The decision on the Chemical Storage Facility is not yet finalized but it will need need to meet the requirements of the end-users.

**Action:** Contact Stacey J. for costs and types of labelling currently available for chemicals.

**(d) Chemistry Lab** – Maximum class size is 20 students. U-Prep has reconfigured their lab sections to 20 students per section. TAs are the most economical option to cover the extra U-Prep Chemistry lab-sections. The hiring will need to be done by the chair of the U-Prep Department.

### **(e) Safety Training Checklist form (Lucille Anderson)**

Lucille gave a copy of this form to Stacey to take a look at the form and update – submit to Janice Karpluk for updating on the Science website.

**(f) Stairs:** Committee member raised concerns regarding the safety of the broken middle stairs by the dumpster above the Ken Lepin Building and has spoken to facilities regarding this hazard.

**Action:** Stacey to check the stairs to check whether they are unsafe.

**(h) Good news:** Stacey has final approval to hire a Bio-Safety Officer.

**Next Meeting:** May 26, 10 am, S309

