

**Faculty of Science and School of Nursing  
Safety Committee Minutes  
August 30, 2011 1030-1130  
Location: Respiratory Therapy Lab s301**

**Attendance August-December 2011**

Meeting dates and times→			Aug 30	9.	10.	11.	12.		2011-2012 Members
Anderson	Debbie	Nursing	P						
Bladon	Kevin	NRS	P						
Chan	Janine	Resp/Chair	□						
Fardy	Carolynne	Micro	■						
Hneeda	Alan	UPrep	□						
Jyrkkanen	Stacey	OH&S	■						
Karpluk	Janice	Admin	□						
Klein	Ken	Geology	P						
Maurits	Gordon	OHS	■						
Noyes	Heather	Resp	□						
Prescott	Walter	ARET	□						
Purdy	Susan	Bio	■						
Reed	Norm	Chem	□						
Robinson	Lesley	Math	□						
Shumacher	Janie	U Prep	□						
Walczak	Sonia	AHT	P						
Weremczuk	George	Physics	□						
		Student							
Donna Dallas: MInutes			□						
Comments									

□=Present      P= Proxy received      ■=absent

**Proxy Vote:** Those members not able to attend are requested to send your proxies to Donna Dallas ([ddallas@tru.ca](mailto:ddallas@tru.ca)) prior to the meeting time.

**Attendance policy:** Missing 3 meetings consecutively without a submission of proxies constitutes loss of your seat on the Committee.

**Inspection Reminders**

- **Area inspections every 2 months : Sept, November, January, March, May, July**
  - Form location: [www.tru.ca/hsafety/formschecklists.html](http://www.tru.ca/hsafety/formschecklists.html)
  - 3 Copies: for your records, Dean/Chair, gmaurits@tru.ca
- **Fire Warden Emergency Equipment: monthly inspections**
  - Form sent to you with monthly minutes
  - Return form to Gmaurits@tru.ca
- **Lab inspections: daily**
  - Log into logbook
  - Keep accessible in your work area

1. Adoption of the Agenda.
2. Adoption of the past Minutes with a review of what happened in June:
  - There was a facilities/ventilation experts tour in chemistry over the summer re: venting and smells from solvent storage cabinets in chemical prep area. Ideas such as Negative pressure room, automatic closing door, optimal placement of AIR IN and AIR OUT for Chemical cabinet in this area needs to be confirmed.
  - Janine reviewed with the committee the historical issue addressed around partial air exchange from Chem Labs mixing with classroom air located across the hallway (s270) b/c of a shared air closet. Facilities was to change the air venting pattern to stop the mixing of air from labs to classroom. Update is needed on this issue.

**ACTION:** Janine to contact Lincoln to come to our next meeting with a status update

3. Business arising from the past Minutes
  - a. Meeting Topics Awaiting Completion
    - i. **Facilities Update:**
      1. **Sound Testing Data and Action:** Sue Purdy (JOHSC Rep) to report on JOHSC actions.
        - Tabled to next meeting
      2. **Christina Mohr's Office Car Exhaust Smell Update:** Ongoing for Fall 2011
        - Tabled to next meeting
      3. **OM/Science Sewer Smells & Filling Drain Traps Update:** Ongoing Sept/Oct. for any smell issues. Close if the problem no longer exists.
        - Tabled to next meeting
    - ii. **Field Trip Documents and the Realignment Update:** Steve Joly to report to SHSC on updates of Summer 2011 meetings w/ TRU Legal Counsel.
      - Field trips risks differ from ARET to Science. Forms need to be reviewed so appropriateness exists in information required and expectations in planning the trip. Faculty also need to be made aware of the requirements for field trips in terms of paperwork and preparation. Steve has no new updates at this time and will report at a future date. To be carried forward until resolved.
    - iii. **Committee membership review: Confirm** Karl Larsen. Math Rep, Student for Fall 2011.
      - Karl Larsen cannot rep Grad Studies.
      - We have a math rep: Lesley Robinson
      - We need representation from Research Building and a grad student.
      - The point was also been raised to have a Teaching Assistant representative**ACTION:** Janine will approach Brian Heise
    - iv. **TA Safety Orientation Training for FALL 2011 and TA Manual for Science:** Stacey to report on discussions w/ Kate Sutherland and the development of the TA Manual for Science.
      - Stacey to update the committee. OH & S website has downloadable forms re: safety checklist and working alone documentation.**ACTION:** Janine will send out forms to Donna & send out to all faculty and this Committee
    - Are faculty in lecture theatres informing their students what to do and where to go in case of a fire? Is there a requirements for this?
**ACTION:** Janine to ask Stacey. Janine will bring up at the Faculty Council and FLC (to go on agenda)
  - v. **Energy Reduction in Science building and issues w/ Ventilation:** Stacey to report on talks w/ Tom Owen on this topic.
    - Tabled to next meeting.

- It has impacted Science and some of the machinery in various departments that cool when ambient temperatures rise.
- Buttons to turn on ventilation in Science: location??? Day time schedule for ventilation ON and OFF?

**ACTION:** Janine to contact Facilities

4. New Business

a. Meeting dates for Fall 2011: Doodle Poll to be sent out early August and discussed at August meeting....

Our meetings will be the 2<sup>nd</sup> Monday of the month at **10:30 am**:

- **Sept 12<sup>th</sup>** (Alan will cover winter – Janie will cover fall for Uprep representation) –
- **Oct 10<sup>th</sup>** is Thanksgiving, so we'll need to figure it out at the next meeting;
- **Nov 14<sup>th</sup>**;
- **Dec 12<sup>th</sup>** (we may have to change December, we'll see how it goes with final exams)

Doodle poll again for winter meeting dates (email will be in November)

b. OM is an active construction site, eg. our dedicated room in ARET ( Walter Prescott raised these issues ) :

- 1) tarp separating classrooms into hallway, no windows, issue is safety training required for people on active construction sites: , who is responsible for this?
- 2)The wood, dust, the metal, sticking out, etc. until end of Sept. – we have form work, in rooms/hallways – if an injury occurs, how will it be addressed? Who is responsible?

**ACTION:** Janine will ask JOSH

5. Reports

a. **Health and Safety: No one from OH& S attended the meeting.**

- i. General Report
- ii. Incident Report