

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
August 27, 2013 S301, 1130-1230**

Attendance Aug-Dec 2013

Meeting dates and times →			8.27	9.23	10.14	11.18	12. 16		2013-2014 Members
Chan	Janine	Resp/ Chair	<input type="checkbox"/>						
		Micro							
Ford	Laura	Nursing	■						
Jyrkkanen	Stacey	OH&S	<input type="checkbox"/>						
Karpluk	Janice	Admin							No need to attend
MacKay	Andrew	Grad Studies Bldg	■						
Maurits	Gordon	OHS	<input type="checkbox"/>						
Noyes	Heather	Resp	■						
Prescott	Walter	ARET/OM	■						
Purdy	Susan	Bio	<input type="checkbox"/>						
Reed	Norm	Chem	■						
Robinson	Lesley	Math	■						
		U Prep							
Schumacher	Janie	U Prep	<input type="checkbox"/>						
Sorensen	Jacque	NRS	<input type="checkbox"/>						
Taylor	Colin	Physics	<input type="checkbox"/>						
Van Wagoner	Nancy	Geology	■						
Walczak	Sonia	AHT	<input type="checkbox"/>						
Dallas Desrosiers	Donna Marcy	Secretary	<input type="checkbox"/>						

=Present P= Proxy received ■=absent R= reinstated

Inspection Reminders

- Fire Equipment Check Sheet Due Monthly - send to Gordon.
- Department Inspections Due: Jan, March, May, July, Sept, Nov.

A. Adoption of Agenda

New topics added:

- Janine - Blind corner update
- Susan - Scent free building/issues
- Stacey – Emergency brief for the first day back/How to report injuries

B. Adoption of past Minutes (June 2013)

- Adopted.

C. Business arising from past minutes:

1. Meeting dates for Fall Semester
 - Hoping for Mondays at 12:30.
 - **ACTION: Janine will gather times, work on it and send things out.**
2. Replacement committee reps: Micro and U Prep
 - Rep from Micro? New person, May Fouadi, she's CUPE.
 - Joanna Urban, Don Ferguson?
 - Biology meeting would be best place to ask for a rep, Susan will ask at their next meeting and let Janine know.
 - UPrep? Rep, Janie, 12:30 works best, Mondays fine for her.

3. Trent Hammer see email attached re: OLD business (see June 2013 minutes) of ventilation concerns for chemical cabinet off of room s267. Update on summer work to doors (Janine).

- Everyone got Trent's email and Lincoln's response, circulated.
- Need a proper maintenance schedule of when they're going to come in, do fume hoods and cabinets and have it documented so that Stacey and Gordon know when it's been done.
- Stacy has asked for a heads up so they can meet them and see what they're doing but that still hasn't happened.
- Ventilation issues of air in this storage room possibly circulating in Science Bldg and the issues of safety in the Chemical Bunker:
 - Storage room air: does it get recirculated in the Science Bldg. ? If yes, what is the policy about recirculated air w/ organics which would focus on the faculty offices located I s267 with the door to the storage room opening and closing. Is there a need for a negative pressure room? Should these chemicals ALL be stored in a bunker located closer to the Science Building?
 - Chemical storage bunker and temperature extremes : some chemicals possibly reaching their boiling points.
 - Issues of moving chemicals between bunker and Science Bldg.
 - Maybe both of these issues together are a case to consider a new storage bunker located nearer to the Science Bldg to improve safety of transport,safety of chemical storage in a controlled environment (temperature and proper ventilation that is contained to the bunker.
 - **ACTION: Janine** to contact Lincoln to confirm whether or not the air from that room is circulated among other rooms.
 - This issue keeps coming - up we may need to sit down with the chemists in the group, Tom Dickinson and Facilities to discuss the danger of transporting back and forth and danger that it's not temperature controlled; perhaps it might be a solution to take all those chemicals and have them in one building and have close enough so that we're not going back and forth, need to find a solution that covers all of this.

ACTION: Stacey

- **talk to Trent and Christina to let them know what kind of document they need for history of the problem, dates, etc.**
- **Get a quote on a bunker.**
- **Ask Lincoln: cost for proper heating, cooling and monitoring the current bunker.**

ACTION: Sue to take documentation of storage issues to JOHSC when appropriate.

D. New Business:

1. Trent Hammer: see attached Email re: Chemical Bunker Cooling System
 - Already discussed above.
2. Don Ferguson: April 2013 water leak issue and issues connecting w/ Facilities STAT: OH & S to review protocol with committee
 - Old issue - Don was called in to help stop a leak in someone's lab - facilities didn't respond quickly and yellow phone wasn't working.
 - Yellow phones on campus were checked and 90% of them do not work properly. They've reached their end of life, parts are obsolete. **ACTION: Stacey** to decide which phones will stay.
 - There are also problems with the use of Cell phones in OM b/c of weak signals.
3. DSA update
 - DSA stands for designated smoking area.
 - The final draft policy has been reviewed and approved by JOHSC committee, smoking sub-committee and TRUSU. Has been sent to TRU Legal.

- First gazebo will be in front of OM at sculpture garden area and built Fall Semester by Trades Students.
- Campuse DSA Education starts at Orientation and Welcome Back BBQ next week.
- Will be 8 or 9 designated locations around campus: some will be existing areas on campus and some will require building of a DSA gazebo.
- Discussion occurred about Science's proposed location: between Science and Gym
 - Not great location near the gym where people exercise
 - Suggested that a 2nd picnic table in back of the building be considered
- Hoping to have DAAD students develop a logo and ArET students to have a design competition.

E. Reports:

- **Blind corner update**
 - Speed bump and signage have been installed, east end of ScienceBldg.
 - A continuation of the sidewalk on the east side of the Science building may continue up to the S Lot, East Side near speed bump area for pedestrians vs walking where cars are driving.
- **Scent issues**
 - Janine received an email about someone on the first floor.
 - Susan-also has someone in their hallway, but hasn't talked to him about it.
 - Janine – notices like when you get a package in the mailroom, we are a scent free building etc..., could be from the Health and Safety committee, put in an envelope and in their mailbox, "just a reminder", Janine will put her name on as chair of the committee, she needs the names of the people to distribute to.
 - **ACTION: Janine will draft a reminder notice and sign and put in their mailboxes.**
- **Emergency brief for the first day back/How to report injuries**
 - Stacey will send something out through TRU announcements about doing an opening brief with students on first day of classes - where muster stations are, injury reporting, phone numbers (security, first aid) etc. **Action: Stacey to send TRU Announcement for 1st day in class.**
 - A notice about September fire drills (25th & 26th) – will be sent out also.
 - Also a separate announcement about emergency alert.
- **Emergency Area Checks**
 - Gordon: Email that came around about testing eyewash stations and the showers.
 - **Action: Gordon** will test all showers starting September and the eyewash stations.
 - It will occur on a quarterly basis.
 - **ACTION: ALL/** Add eyewash stations to list of monthly inspections.