

Anderson, Lucille	Biology	X											
Fairman, Peter	Bio Safety Officer	X											
Preziosi, Goldie	Recorder	X											

Introductions

As Goldie P. was new to group and recording minutes, Marten asked the committee members to introduce themselves. Also Heather N. attended on behalf of the Respiratory Therapy Department as new committee member and safety warden for the upcoming year is not yet in place.

0. Adoption of Agenda

Addition to agenda in new business under “Other”.

Safety issue of door being chained shut on the East end of the building.

APPROVED AND ADOPTED: Heather N. SECOND: Jacque S.

1. Review of Minutes from June 23rd, 2016 Meeting

Motion: ACCEPT: Colin T. SECOND: Peter F.

2. Old Business

(a) 3D Printers Emission - ARET follow-up (Walter)

Action: Tabled as Walter away. Will follow up next meeting.

(b) Emergency Marshals – Resp Therapy (Heather)

Action: Just finished hiring for respiratory therapy department; will get person trained as soon as they are on campus. Heather will appoint Emergency Warden until new warden is trained.

(c) WHMIS 2015 Training - update for labs (Stacey or Peter)

Peter Fairman, Bio-Safety Officer informed group that a new WHMIS online course and quiz would be online and ready to go by Monday, August 29, 2016. It is a two hour course that is administered through Power Point. There is no time limit however, if program is closed, it must be started again from the beginning. They are in discussions with Open Learning to look at ways of administering the course. The course will likely be field-tested next week.

Action: Peter will email meeting group to let them know when it is ready to be field tested.

3. New Business

a) Incidents (Stacey or Peter)

Peter told group there were no incidents other than freeing a rather large groundhog from a trap ☺. He let group know that Bio-Hazard Safety Training for CL2 and up would be coming up for students and staff in early September (Dates to be set). He also wanted to let them know that changes are coming with GHS and inspections will be held for CL2 compliance, so he might need to have discussions with faculty regarding changes that need to be implemented prior to inspections, etc. Heather N. asked when and how information will be posted. Peter said some information is on the website and physical form of Standard Operating Procedures (SOP) have been posted in one Lab (S365). He will discuss distribution of other information with Stacey.

b) Working Alone – Field Work (Marten)

Question had been raised about protocol to follow for students who are working alone in the field. S. Purdy indicated that she had responded to the information request. She has forwarded the Working Alone information from the Science website and has not heard back from the faculty member.

Action: Susan will follow up with the faculty member.

A general discussion followed about policy for students working alone especially in the field. The policy can be found at:
https://www.tru.ca/hsafety/workinglearningsafely/working_alone.html J. Sorensen also showed the group the links to the Risk Assessment worksheets which can be accessed at the end of the policy document. This provides a means of determining the level of risk based on defined criteria.

A question was also raised what coverage was available for Graduate Students working in the event of injury, etc.

Action:

L. Anderson also asked about a Working Alone Button that could be activated on MY TRU Student Page for TAs.

Action: Peter F. will follow up.

c) **Other**

- 1) Safety issue of door being chained on East End of the Building. It was agreed that even though the door was now unlocked during the day, the fact that it is locked during the evening on weekends is still a safety concern. C. Taylor will let group know that the reason it was locked is that the door is broken and that Facilities is waiting for a part to come in to fix the door.

Action: Follow up with Facilities if door not repaired in the near future.

- 2) Lucille A. asked about when Active Threat Training would be scheduled.

Action: Peter F. will follow up with Stacey to find out dates for the fall.

- 3) Trent Hammer updated group on status of new Chemical Storage Room. The room is almost done with the exception of parts needed for a ventilation fan. This should be here in late September or early October. Chemicals will be moved to bunker until early October. Chemical storage facility is still ongoing and should be up and running in late March or early April.

Trent also showed group an example of Avery Labels that can be purchased from Grand & Toy that are GHS compliant.

- 4) Lucille A. asked about safety training for a TA who is returning. It was agreed that it would be necessary for them to be retrained. In fact, all returning sessional faculty and TAs should be retrained by chairs and TA supervisors, resp.

Goldie to send out Doodle Poll to determine best meeting times for committee members for upcoming year as a number of members indicated they will not be available at the previously scheduled meeting time of “last Thursday in each month at 10:00 – 11:00 am”. It is necessary to finalize the meeting schedule so that as many members as possible can attend and meeting rooms can be booked in advance.