

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES February 26, 2015 1000-1100/ s309**

Attendance Sept 2014-June 2015

Meeting dates →			9.23	10.28	11.25	Dec	1.29	2.26	3.26	4.30	5.28	6.25	2014-2015 Members
Chan	Janine	Resp/ Chair	✓	✓	✓		✓	✓					
Blackstock	Sheila	PROXY/Nursin					✓	✓					New rep 1.29 to replace Laura Ford
Hammer	Trent	Chemistry	✓	✓	✓		✓	✓					
Jyrkkanen	Stacey	OH&S					■	■					(on leave until Dec 2014)
Karpluk	Janice	Admin											No need to attend
Maurits	Gordon	OHS	✓	✓	✓		■	✓					
Prescott	Walter	ARET/OM	■	P	P		✓	■					
Purdy	Susan	Bio	P	✓	■		✓	✓					
Lettinga	Marten	Chem	■	✓	■		✓	✓					New rep
Robinson	Lesley	Math	✓	✓	✓		✓	■					
Schumacher	Janie	U Prep	✓	✓	P		P	■					Iris Rich attended 1.29
Sorensen	Jacque	NRS	✓	✓	P		■	■					
Taylor	Colin	Physics	✓	✓	✓		✓	✓					
Urban	Joanna	Micro	■	■	■		■	■					
Van Wagoner	Nancy	Geology	P	✓	P		✓	✓					
Walczak	Sonia	AHT	P	P	P		✓	✓					Unable to attend Fall 2014 term
			✓										
Duggan	Bunny	Secretary / Minutes	✓	✓	✓		✓	✓					

✓=Present ; P= Proxy received; ■=absent; R= reinstated; **Name**= Agenda Action Item

Inspection Reminders

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

A. **Adoption of Agenda : (Feb 26.2015) Jim Gudjonson to attend . Item #7 to be discussed first.**

B. **Adoption of past Minutes (Jan 29.2015)**

C. **Old Business arising from past minutes**

1. TRU (Kamloops Campus) Chemical Storage Bunker: Interim Bulk Chemical Delivery Protocol

- ACTION Stacey: Update on New Bunker timelines.
 - Gordon sent an email to Les (Facilities) and no response rec'd. Basically prioritizing of funding is occurring for fiscal year and Tom Dickinson supports the building of this structure. **2.26.15 TABLED. Keep on agenda for updates.**
- ACTION:Gordon draft letter to all Science researchers to send him chemical inventory updated lists annually.
 - Gordon is happy with current situation. **Action completed 2.26.15**
- ACTION: Trent
 - Electronic copy of Bulk Chemical Delivery Protocol to be sent to Bunny and then added to minutes . **TABLED until action completed.**
 - WHMIS signage email to all: **Complete 2.16.15**

2. TRU (WmLk Campus) Chemicals Inventory Assessment and WHMIS Signage

- ACTION: Gordon/Marten : **TABLED Spring 2015**

3. TRU (Kamloops) Proper WHMIS Signage Displayed

- Jacque requires some small labels. Gordon to make these but needs a list from Jacque. **ACTION: Jacque/Gordon**
- Sue's area is properly signed. **Complete 2.26.15.**

4. S269: Ground Fault Outlets Installation by Facilities (Nov 18, 2014 (WOHS81798)

- **Update 2.16.15** John (Facilities Electrician)checking into it. No report to date. **TABLED until completed.**

5. NMR and visual hallway alarm

- Discussion occurred amongst the committee members on
 - frequency and procedure check on the installed oxygen alarm
 - the contents of the room should the alarm sound and possible impact should it enter the HVAC and building ventilation system
 - appropriate wall signage if the alarm sounds
 - actions to take if the alarm sounds and do you try to pull someone out of the room if collapsed?
 - the compressed air emergency cylinders (located in NMR area and bunker) and frequency of check? Training people for use of this equipment?
 - Kickstand door should be installed so door can be propped open if alarm sounds vs door stop.
 - With so many questions and unknowns about this issue, the committee agreed that a WorkSafe inspection of the NMR area should be done to determine what is required of this small work space in terms of emergency equipment and procedures. This is a free assessment provided by WorkSafe. Trent to contact the WorkSafe rep, who he knows personally : Lisa Durack. **ACTION Trent.**

6. ARET and HOL 3D Printer Rooms: ventilation needed

- ACTION Walter: contact Camosun for safety requirements/ policy manual. Walter absent. **TABLED for next meeting.**
- ACTION Sue: schedule meeting, after Walter has brought back Camosun Info to us, w/ Lincoln, Tom O'Byrne, Gordon and Sue to discuss issues of ventilation of these printers. **TABLED until Walter reports.**
- ACTION Gordon: investigate HOL 405 printer room & ARET printer and ventilation. **TABLED for next meeting.**
- **2.26.15 meeting** : Committee wondered if WorkSafe could provide an assessment on these printers and required ventilation. **ACTION: Janine to contact Lisa about this.**

7. Ventilation Reduction in Science Bldg: Jim Gudjonson, Director ESC

- **Some specifics to raise**
 - Holiday energy reduction steps: impact to Chemistry and areas relying on fume hood flow rates
 - How does energy reduction steps align with BC Building Code/ WorkSafe Requirements?
 - Discuss: Light levels(eg dark corridors), heating levels

Jim talks about ESC focus:

Mainly on energy savings as it has a good payback. Administration likes it when we save money. Approximately 75% of current resources go to energy costs. We are currently finding projects for energy savings that save the University \$300,000/ annually. That savings is put into a fund to pay for more projects that will incur \$ savings. We would like to grow the annual savings to \$400,000 in the future and water savings will be something that we look at. Our aim is not to upset/disturb the occupants. There are some issues, not too many complaints: building temperature fluctuations and comfort.

SHSC questions and Jim's responses:

- **Colin:** Has water flow been decreased in men's washroom as the odor from the urinals is horrid. **Jim:** No change to water flow. **ACTION: Janine to let Facilities/Janitors know.**
- **Nancy:** Baseboard heaters in S231 and that area is drafty (proven by the recent smoking area issue outside her office and smoky smell in that area of the building). **Susan** asks if windows are efficient? **Jim:** Not cost effective to replace old windows.
- **Nancy:** issues with automatic light shut-off in s231. **Jim:** sensors measure the amount of exhaled CO2 produced by the number of people in the room and there are set limits of how high the CO2 levels can rise before airflow comes on. Lights shutting off prematurely can be readjusted by Facilities and they should be made more sensitive to movement in the room. The danger in lights shutting off prematurely is if the room has no outside daylight coming in and people are left in the dark to find the light switches. **Jim** suggests talking with Facilities to have the motion sensors adjusted. **ACTION: Janine to contact Facilities about s231 lights and heating.**
- **Janine:** committee members know that ventilation issues and "smells" have plagued us for many years. The fact that mixing of air from organic chemical areas to a common air closet which allowed this air to be shared with classrooms was discovered a few years ago. Is anything happening that impacts the current ventilation of these chemical storage areas. **Jim:** these rooms are flushed every couple of hours, which doesn't allow anything to build up. He feels chemicals need to be stored better, in cabinets, if the chemicals are lying around they can't fix this. **Gordon** clarified that chemical cabinets are hooked to some of the fume hoods and these hoods should not be "turned down". **Jim** says that fume hood energy consumption is on his list to look into and that fume hoods use 3.5 x energy as a home, labs use 10x more energy than a classroom.
- **Janine:** A new chemical bunker storage area may remove a significant amount of chemical storage from inside the Science Building which may decrease the \$\$ amount of 24x7 fume hood operation. This may be a positive argument for the new bunker instead of renovating existing chemical bunker and Science chemical storage area. **Jim** has not spoken recently to **Jacquetta** about this area of cost savings. **Jim** is keen to promote the new bunker b/c of cost savings. **Gordon** told **Jim** the space is estimated to be 14'x40'. **ACTION: Janine to email Jacquetta about this cost saving and to talk with Jim to support the case of the urgency of the need for a new bunker.**
- **Martin:** questioned recommendations on page 13 of the report **Jim** sent to the committee on "Damper and stagnant air problem?" **Jim** was not sure if it had been solved. **ACTION: Jim to look into it and get back to the SHSC.**
- **Sue:** s203 lecture hall sometimes climbs to 26/27C. Very hot when the full with students. **Martin** says students have been wearing parkas inside and he has been wearing a sweater. **Jim:** Talking with Facilities about turning the set point down. By law, the building cannot be set lower than 20C. When it is cold outside, heat is turned up to help the equipment keep up with the cold. **Jim** says they have gages put around the campus to monitor the cold temperatures at TRU.
- **Nancy:** It is very cold in the summer. 16-19C in s378.
- **Sonia:** AHT has only one motion sensor light and could probably use more for energy savings in various areas. . In animal area, motion light sensor not a great idea as animals need undisturbed sleep in darkness. **Jim** suggested lights on a time clock vs motion sensor for animal area?
- **Janine** asked if there were any other questions. **ACTION: All SHSC members to send room numbers and issues to Facilities (lights, heating) and Jim will contact Warren (Facilities) to further discuss.**

8. Field trip forms feedback from NRS/Bio and subcommittee formation:

- TABLED until Jacquetta updates us on campus wide field trip meetings.
- **2.26.15: Committee discussion around how to proceed with**
 - Talk to Steve Joly (former chair of field trip committee) first to get his sense of how to proceed. **ACTION: Janine**
 - Assessment of current system and issues: perform a survey of all who have field trips to gather information and ideas
 - Field trip committee reformation: ID individuals for this committee
 - Issues to address: Is it working; issues to address; streamline system for multiple field trips in one term; ensure important information travels with the group (eg. binder of papers, ID passport system with all pertinent ER info that the student wears

9. Concrete stairs front of Science needing repair:

- ACTION: TABLED until Gordon reports job is complete (Spring).

10. Protocol/ improved communication about Contractors on campus : ran out of time. Not discussed. On agenda for next meeting.

- **ACTION: TABLED due to absence Gordon/Stacey :**
 - ensure topic addressed at JOHSC
- **Stacey** will bring up @ JOHSC meeting that any work being done on campus should have contact/back-up to send messages out to their area so people are aware.
- **Gordon to report when contractor orientation process complete.**
- **ACTION: Donna** to provide primary/secondary contact information and include Nursing contacts to Stacey

11. Working Alone Protocol: ran out of time. Not discussed. On agenda for next meeting.

- Currently it was mentioned that nobody phones security and tells them they are working alone.
- More Importantly: Are research students phoning and letting security know they are working alone. This should definitely be monitored.

D. New Business

1. Nancy : s233 and recycling stations producing smells **ACTION: Janine will contact Facilities.**

E. Reports and Incidents: meeting ended prior to reaching this point.

Next Meeting March 26, 2015