

**Faculty of Science & School of Nursing Safety Committee (SHSC)  
Meeting Minutes for February 25, 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.	4.	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						
McKenzie, Wendy	Nursing	P	P	X	X		X	X						
Hammer, Trent	Chemistry	X	P	P	P		X	P						
Jyrkkanen, Stacey	Safety & EM	X	A	X	X		X	P						
Prescott, Walter	ARET	A	A	A	A		X	X						
Purdy, Susan	Biology	X	A	X	X		X	X						
Lettinga, Marten	Chemistry/ Co-Chair	X	P	X	X		X	X						
Robinson, Lesley	Math	A	A	A	A		A	A						
Horton, Jane	UPrep	A	A	X	X		P	P						
Sorensen, Jacque	NRS	X	A	A	P		X	X						
Taylor, Colin	Physics /Co-Chair	X	X	X	X		X	X						
Urban, Joanna	Micro	A	A	A	A		A	P						
Van Wagoner, Nancy	Geology	X	A	A	P		A	P						
Walczak, Sonia	AHT	P	A	X	P	X	X							
Duggan, Bunny	recorder	X	X	X	A	X	X							

1. Adoption of Agenda  
APPROVED and ADOPTED: Colin Taylor and Susan Purdy
  
2. Review of Minutes from January 28, 2016 Meeting  
Errors and Omissions:  
Item 3b – Chemical Bunker – change name to Chemical Storage Facility  
Item 4a – Needle stick injury – report forms were completed within 24 hours  
**Motion:** to approve minutes as corrected: Janine Chan, seconded by Jacque Sorensen  
APPROVED: All in favour

### 3. Old Business

#### a) ID Badges – FLC Meeting update (Colin)

Issue of ID badges was brought up to the FLC meeting and private discussion with Dennis Acreman. Dennis mentioned that this issue has been on the Faculty Council agenda twice. It was brought up that some Chairs may still not be aware of the options and the important reasons for having ID badges. Each individual department is to take up the idea of ID badges amongst themselves and should discuss the pros and cons. Use of the ID badges is voluntary on a Department by Department basis. The intent is to possibly deter theft and identify new faces. Science has been identified as the worst place for thefts at TRU. Contractors' system for ID badges is in place and mandatory. Facility personnel do not wear them. Thus, name recognition is appreciated. Nursing requested keypads on a few doors but their request was declined even though they have money to pay for this themselves.

**ACTION:** Marten to send request to Donna Dallas (Assistant to the Dean) to contact all Department Chairs and provide information regarding the use of ID badges - highly recommending and positively promoting their use.

#### b) Call out List – February FLC update (Colin)

Colin reported on the Emergency Program Messaging: SEM (Safety Emergency Management) is handling the call out list plan for upper administration – this is now in progress. Currently alerts are sent out in the event of a campus emergency via all PCs on campus.

In addition, Phone trees are recommended (call up and down) for each departments, containing home phone or cell numbers and personal email addresses. Colin addressed this at the FLC Meeting.

**ACTION:** Ask Stacey J. at the next meeting where SEM is at with the EPM.

**ACTION:** Ask Stacey J. at next meeting what the Green arrows above some doors (e.g. staff room door) mean.

#### c) NMR Signage update (Trent)

The alarm is working. Issue is with the signage. **Action: Trent** to create a work order after deciding what the signage should actually say. Trent was to report his actions at today's SHSC meeting but Trent was away  
- Nothing to report **tabled to next meeting**

#### d) 3D Printers (Colin)

**3D Printer Emission –Updates:** Colin presented an article submitted by Sharon Brewer that reported negative information of 3-D Printer Emissions (<http://cen.acs.org/articles/94/i4/Buyer-Beware-3-D-Printer.html>). Basically if you have one in a small enclosed space, there is a possible danger of contaminated air. They need to be in a well-ventilated room. Colin offered to make up stickers to put beside/or on the printers to let them know that they should be in a well ventilated room.

Gordon M. is doing some research. It was suggested an incident form be completed and facilities is required to respond within 24 hours of the submission of the form. The 3D Printer in OM 2708 is of utmost concern. Susan Purdy is meeting with JOHS joint occupational health and safety on Monday (Feb 29) and will bring up 3D Printer emissions and proper ventilation (specifically, the ongoing critical situation in OM 2708). It was recommended that we do not need to buy or borrow analysing equipment for various noxious gases since significant emissions of VOC/particulates are already evident from research elsewhere and the emissions can also be smelled.

**ACTION:** Sue Purdy to attend JOHS Meeting on Monday February 29<sup>th</sup> and will add 3D Printer Emissions to the Agenda

(e) Incident Investigations Workshop Follow-Up:

Colin T., Susan P. and Wendy M. attended on Feb 16. There still seemed to be some confusion (overlap in information) concerning the process for incident investigations. The case studies for investigations (with the provided work-sheets) were found to be quite useful. The new forms require 48 hour follow-up. Also, a JOHS Rep needs to be present for each investigation. Ask Stacey to give us a demonstration of the process: how to fill out an incident and where to find the forms (web site links).

**ACTION:** Bring projector to next meeting for online training by Stacey. Marten to contact Stacey to arrange.

(f) Emergency Marshalls – more needed

**Action: Marten to send out information to the chairs**

Marten to contact Donna, Assistant to the Dean to have item added to the next FLC meeting and/or pass on to the chairs or at the next Faculty Council. Marten to report back at the next meeting

4. New Business

a) Incidents (Stacey by e-mail)

Two false fire alarms – one water leak in janitor room and one started by a machine used by the Janitors.

Storage facility: (not to be referred to as the “Bunker” anymore) RFP for supply and install and RFP for ground preparation closes on March 21<sup>st</sup>.

Safety Awareness Week: 60 people stopped by Gordon’s table. Bio-Safety and Security License was successfully submitted.

Inventory Management: A more efficient way of managing chemical inventory is needed than the current 3-ring paper-binder system. On March 9<sup>th</sup>, Christina Mohr and Trent will be attending a demonstration of the ARCHIBUS Inventory Management System to find out whether it would work for Science. Some Health and Safety Committee members would like to attend also.

**ACTION:** Marten to look at attendance of some committee members at the ARCHIBUS demonstration.

**UPDATE:** Details as follows: March 9 OL240 11:00-12:00. Andrea Hall is the contact for the demonstration and registration. It is an Introduction to the ARCHIBUS asset inventory system to see if departments can use it. Demonstration will be on the process of implementing the system and how the asset management module may help. The salesperson is the presenter. Andrea Hall will have information to send out and a link to the site. Others don't need to attend at this very early stage but could join if they really want to. If the system is adopted, there will be proper training.

- (b) Other: It was reported that the Old Elevator is in poor condition and keeps breaking down. Proper signage of when the machine is down and when it has been repaired is needed. She also feels the machine is in need of a good overhaul. It has been down quite a bit over the last few weeks. Marten will contact the Dean, on behalf of the committee, that things need to improve with information being relayed to Donna when the elevator is broken down. When work orders are issued but people need to know when the work has been started and completed. Janine thought that a tracking system is in place. Janine will check if there is a system in place and report back to the committee. Signage should be put on the elevator door when it is being worked on. Dean should be contacted about an overhaul. Susan will bring the issues up at her Monday Feb 29 JOHS meeting.

**ACTION:** Janine to check if there is a system in place already and report back to the committee for a tracking system of facilities work orders.

**ACTION:** Susan Purdy to bring issues of elevator state of affairs up to her JOHS meeting on Monday.

**ACTION:** Marten to contact Dean on behalf of committee to request major overhaul of the elevator.

- (c) Field trip waivers and medical information forms system (available online on the Science website) was reviewed. There are some updates to the forms that Susan is working on – so be aware of any updates.
- (d) Sharps-bin pick-up date (Janine): March 22nd will be the next pickup in non-numbered room, downstairs opposite S114

**NEXT MEETING:** March 31, 2016 S309 10:00 a.m.