

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
January 16, 2012**

Attendance January to June, 2012

Meeting dates and times➔			Jan 16	Feb 13	March 12	April 16	May	June	2011-2012 Members
Anderson	Debbie	Nursing	☐						
Bladon	Kevin	NRS	☐						
Chan	Janine	Resp/Chair	☐						
Fardy	Carolynne	Micro	☐						
Jyrkkanen	Stacey	OH&S	☐						
Karpluk	Janice	Admin	P						
Klein	Ken	Geology	P						
Larsen	Karl	Grad Studies							
Maurits	Gordon	OHS	☐						
Noyes	Heather	Resp	☐						
Prescott	Walter	ARET/OM	reinstated						
Purdy	Susan	Bio	☐						
Reed	Norm	Chem	☐						
Robinson	Lesley	Math	■						
Schumacher	Janie	U Prep	☐						
Tattersfield	Carmen	Grad Student	P						
Walczak	Sonia	AHT	P						
Weremczuk	George	Physics	☐						
Donna Dallas: Minutes			☐						
Comments									

☐=Present P= Proxy received ■=absent

- a. Adoption of Agenda
- b. Adoption of past Minutes (December 12, 2011) – regarding the anti-idling comments from last minutes, should we take to EAC for campus wide? The committee decided no, let's just start with signs. Facilities would have to identify which campus locations warrant signage. **ACTION: Janine to email Lincoln**
- c. Business arising from past minutes: **Ongoing items:**
 1. **Committee membership review:** Ongoing
ACTION: Janine to email Karl Larsen, Wendy Gardner, Lauchlan Fraser, Brian Heise that a monthly proxy would be fine
 2. **Facilities Update:** Ongoing
 - **Christina Mohr's Office Issues with Car Exhaust Smells: Ongoing**
 - Car Exhaust smell: Update: Jan 11/2012 Anti-idling signage is installed and Malcolm (facilities) will confirm location. **ACTION: Janine to follow-up with Malcolm on location of signage**
 - **Equipment monitoring (natural gas leak):** Ongoing
Action: Lincoln to respond to issue of effectiveness of daily monitoring when gas leak was apparent last summer. See email below. If something like this happens again, phone Health & Safety office

>>> Lincoln Chua 01/12/12 5:12 PM >>>

Janine,

Warren brought up this email dated Nov 2 which refers to Joanne's complaint about smelling gas from summer onwards till Nov 2 in the ladies room opposite S250. The smell in that ladies room has been interchangeably caused by two sources - sewer and gas. On Oct 12 and again on Nov 2, a gas leak was found and rectified. In addition to the gas, dried floor traps or sink traps was another source of smell as well. They unfortunately have very similar odour making it difficult to tell the two apart. So it gives

Joanne the impression the gas leak was from the summer period and was not rectified until Nov 2. Please be assured for genuine gas leaks, we will detect them within our daily rounds.

Hope this clears up the air. Regards, Ic.

- **Chemistry lab issues:** Ongoing
 - **S267:** Ventilation issues/big project: Jan 2012 or 2013 date for completion (prep area – where solvent cabinets stored)
- **Facilities Work orders and confirmation:** Ongoing
ACTION: Awaiting Warren (Facilities) reply regarding (1) online work order form access on the facility's website and (2) auto-reply with reference # for extended projects

Leave this item as ongoing on agenda/minutes

- 3. Field Trip Documents and the Realignment Update:** Ongoing
 - TRU Legal review of Field Trip Documents: Steve Joly overseeing
Driver Information Form location: Donna did put it live on the Science website, (<http://www.tru.ca/science/contact/sciencehealth/forms.html>) and sent an email to the committee. Janine also reported it at the last faculty council meeting

ACTION: Donna to ARCHIVE this topic to the April, 2012 meeting
- 4. TA Safety Orientation Training for FALL 2011/Winter 2012 and TA Manual for Science:** Ongoing
 - Gary Hunt contacted regarding the TA Manual and discussion occurred with him stating that Science had had input (i.e. Janice and Christina) into the document. Christina and Janice disagree on this statement and they feel there is information in the TA Manual that is inappropriate as TAs are not instructors
 - Stacey to comment on TA Manual development and inclusiveness of Science input
Jan 5th

ACTION: Donna to get documents from Stacey and forward any that we don't already have to TA Supervisors (anyone who missed orientations) and make sure links are still updated on our H & S website
- 5. Mail delivery issues:** Ongoing
ACTION: Mailroom to respond to Janine on logistics of dropping a slip of paper into mailboxes to alert individuals that chemicals have been delivered to drop points in Science Building

ACTION: Donna to email Jon Van Hamme to email Janine and cc: me for specifics of his sensitive package for our records

ACTION: Stacey & Janine to meet with Bob Munro – Janine to ask Donna to set up a meeting once they have their backup emails, specifics

ACTION: All reps on this committee to go back to your departments with the information that if this happens in the future, to copy Janine and Donna in their email to warehouse/mailroom
- 6. Invasive species waste disposal:** Ongoing
ACTION: Kevin (NRS) awaiting response from Cybertek re: disposal of invasive species

d. **New business**

- Representation changes on this Committee – Janie staying on instead of Alan; Donna will be rep from Dean's office rather than Janice, however, Janice will read minutes and do proxy if necessary
- **Bio-waste dates** were emailed to Division. Dates are: **January 31st; April 24th; July 17th; October 9th**
 - **Stericycle Company:** needles, animals, blood. Room s119 to have room # signage on door for pick-up to make it obvious.
 - **Cybertek Company:** chemical waste removal 2x/year (May, December)
- **Students and evacuation announcements by Faculty teaching in Lecturing/Lab areas:**
Stacey/Tom and Uli agreed to have this email sent out to all Dean's with map of muster stations. We emailed it out to all of Faculty of Science. See email below for details:

Hello everyone,

As part of TRU's Emergency Preparedness program, I am requesting that faculty give a very quick safety briefing to their students on the first day of class each semester. This briefing would only take about 30 seconds and would include the following statement: 'in the event of a fire alarm we will leave the building via ____ exit (location of the closest exit) and meet at assembly area # ____ which is located _____ (i.e. across the road/parking lot, in the campus commons across from the building, etc.). For both students and faculty, this will provide knowledge and hopefully calm in the event of an emergency as many may not have thought out an escape route from the building in which they are learning/teaching. In future this briefing may also include a statement on how to respond in the case of a shooter on campus or a similar situation which requires them to 'shelter-in-place'.

As Deans, I am asking you to please forward this information to your Chairs for dissemination to all faculty. I am also attaching the assembly area map for the campus so that everyone can determine which area they will go to in case of emergency.

I greatly appreciate your support in this endeavor. If you have any questions please feel free to give me a call.

Kindest regards,
Stacey

ACTION: If secretaries could send out the same email each semester to their division (fall semester to remind again)

- **CLEANING in labs** – Clarification is needed in what should be touched/ not touched in lab areas. Incidences of bed brakes being released to clean floors but not reengaged (Nursing lab) and Carolynne has had correspondence with Warren (Facilities) on her issues (Micro lab) but nothing has been communicated to date.

ACTION: Donna to email Tammy, Janitor Supervisor for clarification by speaking to both Carolynne (Micro Lab) and Debbie Anderson (nursing lab)

- **Goggles/Safety Glasses in labs:** Janie needed to double-check on rules for protective eyewear in lab setting. September 2010: approved SAFETY glasses (with the side shields) or Goggles, can be worn in Chemistry labs. Purchase source: bookstore and safety supply companies (Acklands). Some labs (eg. ORGANIC LAB) requires actual **goggles. No contacts are allowed in Chemistry labs.**
- **Mats at entrances (Science):** Safety issues as they are either soaking wet with water on the floor around them OR nonexistent and water on the floor is slippery.

ACTION: Donna to email Warren and Tammy and cc: Gord/Stacey – 2nd floor near coffee shop, need another mat and there is no mat at the east end of 2nd floor

- **Emergency phone** – yellow box ER phone, took forever to connect to the operator (Les Matthews helped a student in trouble) - H & S (Stacey will be checking ALL the phones). Discussion ensued around if life threatening situation, just dial 911, if not, call 1111 or 5000 for switchboard and it'll alert security as well. All numbers above start the ER protocol and dispatch the ER person nearest the building where the call is originating.

e. **Reports**

a. **Health and Safety:**

Next department inspection forms for end of January

b. **Incidents**