

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES- January 29, 2015 1000-1100/ s309**

Attendance Sept 2014-June 2015

Meeting dates →			9.23	10.28	11.25	Dec	1.29	2.26	2014-2015 Members
Chan	Janine	Resp/ Chair	✓	✓	✓		✓		
Blackstock	Sheila	PROXY/Nursing					✓		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 – NEED Proxy
			✓						
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 :

- New secretary Bunny Duggan
- Agenda for January 29, 2015 Meeting **ADOPTED**
- New Business Addition (Trent): WHMIS is changing to Globally Harmonized System (GHS) of Classification of Chemicals . Impact? Roll out 6.2015 Stacey and Gordon are aware

B. Adoption of past Minutes (November 2014)

- Issue (Marten); sentence is chopped off of previous minutes for Wm Lake information **ACTION: BUNNY** to correct
- Minutes of Past meeting of November 2014 **ADOPTED**

C. Old Business arising from past minutes:

- 1) Chemical Storage Bunker: Interim Bulk Chemical Delivery Protocol
ACTION:Gordon draft letter to all Science researchers to send him chemical inventory updated lists annually.**TABLED due to absence @ meeting.**

ACTION: Trent Hammer - report on Interim Bulk Chemical Delivery protocol .

- Bulk chemicals to be held at Stores and shipment to the Bunker to occur when faculty member can meet them there.
- Electronic copy of this Protocol to be sent to Bunny and then added to minutes **ACTION: Trent/Bunny**
- Questions arising out of general discussion about chemical storage: Should bunker be large enough to house all chemicals in Science? Consideration must be given to storage areas near offices which is unique to Chemistry (vs Bio, NRS).

ACTION: Trent to send Marten hazardous signage file

- ACTION Completed? **ACTION: Janine** to ask Trent
- Just print signs and lamination can occur @ printshop
- Awareness that signage may be changing with GHS system roll out.

ACTION: Stacey will email Grace in WLake for the inventory list. See Marten's action below as this has been done.

ACTION: Gord (after inventory list is received) to discuss w/ CHEM,BIOL,NRS(?)reps on this committee what to keep/ dispose of.

- Proxy Report from Gordon: Chemical items at Williams Lake will be assessed on next visit to that campus. At this time there is no urgency on this item
- Martin has sent the WmLk chemical list to Gordon to date. He may meet Gordon there @ WmLk.
- **ACTION: Bunny**: This item " WmLk Chemicals" stays on the agenda until completed.

ACTION: Chemistry, Biology and NRS SHSC reps report on proper WHMIS signage in their areas

- Sue (Bio) to report on signage next meeting. **ACTION: Sue**
- Williams Lake needs signage also **ACTION: Gordon**
- Trent to send electronic signage to Gordon **ACTION: Trent**

2) S269: Insufficient Ground Fault Outlets when wooden cabinet job was completed:

ACTION: Gordon to update committee on completion

- Proxy update from Gordon: work order submitted Nov 18, 2014 (WO HS81798). Not sure if completed. **ACTION: JANINE to check w/ facilities**

3) NMR visual hallway alarm completion

ACTION: Awaiting Tom (Facilities)report:

- Updated report from Tom : The low oxygen level alarm for the NMR at science has been installed. Pictures included that show the alarm w/ signage. It is visible in hallway, but not been tested. I can ask Trent or Dave if it's working. It has a light on the alarm and looks like it has an audible alarm also. **ACTION: Tom, Trent, Dave Pouw**

ACTION: SHSC to discuss statement by Les Tabata: "NMR alarm: procedure/ ongoing training to be addressed by someone"

- Suggestion from committee to have a list of people to contact if alarm sounds located under the alarm in the hallway
- Who will do an equipment check on this alarm regularly?
- Suggested signage of what to do in case alarm sounds: Look inside. See if someone is down on the ground. If yes: open the door and windows to ventilate the area. There is an oxygen tank is available, but it has not been tested. **ACTION: Gordon and NMR users discussion to occur. TABLED until next meeting**

4) ARET and HOL 3D Printer Rooms: ventilation needed

- **Committee Discussion:** ARET printer is not in its room and was taken by Doug Baleshta. Report from Facilities says nothing showed up on the VOC monitoring (Jan 7-26) that was performed on the ARET printer. Group questioned if the VOC monitor is sensitive for chemicals in printing filaments (ABS oil based, PLC corn

based filaments) that are being heated? Was VOC monitor placed close enough to printer to pick up on possible toxins from heated filament? Should there be any protocol about staff/faculty purchasing these printers as they require appropriate ventilation to reduce possible health hazards? The group expressed a need to possibly test the printer in an enclosed area with the VOC monitor located close by (in a fume hood?).

- **Walter** to contact Camosun which has a huge 3D printing facility in a separate room off of a lab to get an idea of safety requirements/ policy manual? **ACTION: Walter**
- Sue suggested a meeting between Lincoln, Tom O'Byrne, Gordon and Susan to discuss issues around these printers. It might be an action item to take to JOHSC to discuss as it would apply to the campus and use /location of 3D printers. **ACTION: Sue** to get meeting scheduled after we receive information back from Camosun.
- Gordon to investigate HOL405 printer room and report back for the next meeting on ventilation. Gordon to talk w/ Lincoln on safe monitoring levels. Gordon to talk w/ Tom O'Byrne about improved ventilation for ARET printer **ACTION:Gordon**

5) Ventilation Reduction in Science Bldg

ACTION: SHSC to discuss Jim Gudjonson (Env.Sustainability Director) requests for "room numbers in Science "just prior to Christmas to "not have ventilation reduced" and appropriate response from Committee on this.

- **Committee discussion occurred:**
 - Walter stated there is a National Standard for Ventilation requirements. BC Building code requirements also. Perhaps suggesting a ventilation audit be done in these chemical storage/office areas?
 - Sheila is an occupational health nurse and aware of WorkSafe Standards. WorkSafe will do a free assessment for us.
 - Energy saving activities (lights, heating levels, dark corridors) need to be discussed and clarified.
 - Invite Jim to our next meeting. Everyone to write down questions for Jim. **Action: Janine, All Committee Members**

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

ACTION: Jacquetta to set up meetings that include all field trip groups at TRU

- Nothing done on this yet. **ACTION: Jacquetta to report/ tabled until completed**
- **ACTION: Donna** to send an email out for interest within Science to re-address our own Field Trip issues currently.
 - **Not addressed to date. ACTION: Donna/Bunny to do.**

ACTION: Minors and obtaining consent? Not sure who can address this?

- Age 19 is considered adult status.
- Janine contacted Jacquetta and she stated that this issue is been flagged with TRU Legal. If a document can be sent to the parents of a minor and signed and a copy sent back to us, that is acceptable for now. (eg International Students, students with family not living in Kamloops) **ACTION: TABLED** on agenda until addressed by Legal.

7. Concrete stairs front of Science needing repair:

ACTION: Gordon to follow-up when complete

- UPDATE from Gordon's Proxy: stairs have been identified with Facilities and barriers installed to prevent further trips and falls. Stairs will be repaired in the spring when the weather has warmed up. **ACTION: TABLED until Gordon to report to committee in spring when job is complete.**

8. Contractors on campus without ID:

ACTION: Janine to email Facilities about possibilities to improving this issue

- o Warren (Facilities) stated that he doesn't see why we can't institute something like this. He will talk w/ Les Tabata about this.

ACTION: Gordon/Stacey to ensure this topic has been addressed at JOHSC **ACTION: Stacey and TABLED due to absence.**

ACTION: 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. **ACTION: Stacey report and TABLED due to absence.**

ACTION: Donna to provide primary/secondary contact information and include Nursing contacts to Stacey **ACTION: Donna and TABLED**

ACTION: Gord is working on CORE (setting up contractor orientation process) **ACTION: Gordon to report when complete.**

9. s267 Chem Prep Area Carbon Scrubber inoperative:

ACTION: see item #5

- o **Item completed (Trent)**

10. **If new chemical bunker to occur, what is timeline :** Stacey to update SHSC

ACTION: Stacey and TABLED.

D. New Business

1) Globally Harmonised System of Classification and labeling of Chemicals (**Trent**)

- o WHMIS (around since 1988) will be replaced in 3 years (finalized March 2015; rollout June 2015; Completion date: 2018) by GHS.
- o The new system (GHS) addresses classification of chemicals by types of hazard and proposes harmonized hazard communication elements, including labels and safety data sheets. It aims at ensuring that information on physical hazards and toxicity from chemicals be available in order to enhance the protection of human health and the environment during the handling, transport and use of these chemicals.
- o New standardization of forms, symbols and labelling will change. GHS – some labelling of our existing stuff will probably have to be changed and labelling needs to be up to standard. UBCO uses barcodes: we would like to update to this. Barcode allows to inventory or record of everything. Get rid of old method of binders? Program to do barcoding might be available, with a scanner.
- o Currently, the WHMIS URL location exists on student computers not on faculty computers unless requested.

2) Are Leggings, tights worn in Chemistry Labs acceptable?

- o Issue is if a spill occurs, the synthetic material could melt and tights cling to the skin normally. Students should be advised to wear loose fitting clothes and closed toe/appropriate footwear in Chemistry Labs.
- o Keep the policy " generic" by saying: Loose fitting clothing only.
- o This should be put into lab manuals/course outline as clothing requirements for lab safety. **ACTION: All Chemistry Faculty**

3) Working Alone Policy

- o Committee feels it needs a refresher on this. ACTION: Chemistry/Bio to present the items in the policy next meeting as a refresher **ACTION: Everyone to review policy for group discussion**

E. Reports and Incidents

1) **AHT (Sonia) break in over Christmas.**

- o Items stolen: External hard drive, shoes, dissecting kit, camera stolen.
- o No damage done.
- o Thieves Access: entered through outdoor dog compound. Gate was bent.

2) **No OH& S Report due to absence @ this meeting.**