

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES - June 23, 2014**

Attendance Jan-June 2014

Meeting dates and times →			1.27	2.24	3.31 work shop	4.28	5.26	6.23	2014 Members
Chan	Janine	Resp/ Chair	☐	☐	☐	☐	☐	☐	
Ford	Laura	Nursing	☐	☐	☐	P	■	■	
Hammer	Trent	Chemistry	P	P		☐	☐	P	
Jyrkkanen	Stacey	OH&S	P	P		P	☐	☐	
Karpluk	Janice	Admin	☐	☐					No need to attend
Maurits	Gordon	OHS	P			☐	☐	☐	
Noyes	Heather	Resp	☐	☐		n/a	n/a	n/a	
Prescott	Walter	ARET/OM	☐	P	☐	☐	■	☐	
Purdy	Susan	Bio	☐	☐	☐	☐	☐	☐	
Reed	Norm	Chem	☐	☐	☐	☐	P	☐	
Robinson	Lesley	Math	☐	■	☐	☐	☐	☐	
Schumacher	Janie	U Prep	☐	P	☐	P	☐	☐	
Sorensen	Jacque	NRS	P	☐		☐	☐	☐	
Taylor	Colin	Physics	☐	☐	☐	☐	☐	☐	
Urban	Joanna	Micro	☐	☐		☐	☐	☐	
Van Wagoner	Nancy	Geology	■	■		P	☐	☐	
Walczak	Sonia	AHT	☐	☐	☐	P	P	☐	
Dallas	Donna	Secretary/Minutes	☐	☐		☐	☐	☐	

☐=Present P= Proxy received ■=absent R= reinstated

Inspection Reminders

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

A. Adoption of Agenda

yes – with additions (see under New Business)

B. Adoption of past Minutes (May 2014)

- Correction to May 2014 minutes (#4 / Old Business) – Sonia (AHT bldg.) clarified outside phone is RED and no ER phones are inside the building.

C. Business arising from past minutes:

1) Chemical Storage Bunker Proposal Update: Stacey

Gord: no updates besides cost comparison of an upgrade vs new building is ongoing. He can be contacted to open up the bunker as his office is beside the bunker for chemical delivery (see Trent's discussion below of the issues). The issue of chemical transport is still an issue if a renovation is chosen vs new storage bunker location.

Trent (proxy) **Topic: Deliveries of chemicals:**

- Fact: Now that the mail delivery staff have been cut, they can no longer deliver bulk chemicals to the bunker and the chemicals must sit in the prep room until they are booked in, then facilities must be contacted to move the chemicals to the bunker. Presently the bulk orders are sitting at receiving until Christina or myself can open the bunker for them. Don't know what we can do about this but having a proper bunker near by would help.
- Gordon responds: He can be called to open up the bunker as his office is next door to the Bunker.

Janine: Should we talk about a fundraising drive? ask Tom what his suggestions are?

- **ACTION:** Janine to email Christina, Trent & facilities (and that Gord can be contacted as well)

2) Evening entry doors: Janine

I have put a request in for a push bar door to Norm Logan, Facilities. No update yet.

3) Desk Phone ER Stickers: Stacey

ACTION: Donna will contact Gord as to how many we need for total of Science and then Donna will distribute to members of this committee for giving to their departments (put in your mailbox) NOTE: Donna can give COMP SCI to Lesley as well

4) WHMIS training(Lucille's experience) and clarification needed on achieving this goal for TA's : Janine

I asked Lucille Anderson what she did the WHMIS training for her TA's who were hired later in the semester, but they already had WHMIS training, so it wasn't an issue

ACTION: Donna to double check with the Dean or Admin Coordinator to see who should pay for the training. The supervisor is responsible for getting them the training needed, talk to Stacey about WHMIS

5) Employee Orientation Form Broken Links: Janine

The health and safety training checklists should stay in the department, and if an employee, a copy should go to Human Resources for their personnel files (prove that they've already done it)

ACTION: Donna to fix form with Janine, and re-post on the website

6) S267a Chemical Cabinet Piping Change Completed (requested : Janine)

It's now been done (ventilation). FYI: cabinet is being replaced (Christina Mohr) rotted in back

D. New Business

1) Election/re-election of Committee Chair for 2014-2015

FYI: Janine is open to a new Chair, no one else was interested, so Janine will stay on for one more year

2) GORD: we've received all the emergency phones and sent out campus wide email, 12 yellow posts around campus

3) NMR room (S263) and low oxygen levels – we should have light sensors when it's getting dangerously low (alarms) in the room and hallway (?)

ACTION: Donna did email facilities and they are looking into it. Janine/Gord to follow up in August/September

4) Rooms that need more ventilation b/c of hot temperatures: Computer room, rooms with 3D printers, HOL 444

ACTION: Janine to email Tom O'Byrne

5) GORD will look into the binders missing in the safety training checklist (from documentation Janine supplied with agenda)

6) Keys (Joanna Urban): around 6 pm security locks up the doors to the hallways, can we change this?

ACTION: Janine will email facilities/security regarding locking up too early

7) SUMMER PROJECT to make sure all the links in the website are updated, etc.

ACTION: Secretary can do it (annually)

8) Janine/Donna will send out a Doodle poll for your availability at the end of August

E. Reports

- **Incidents:** June /2 needle pokes, Nursing