

Faculty of Science & School of Nursing
Health & Safety Committee Meeting
Minutes June 25, 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	Notes
Chan, Janine (Chair)	Resp	X	X	X		X	X	X	X	X	X	
Ford, Laura	Nursing	A	A	A		X	X	X	X	X	P	5.21 replaces Sheila Blackstock
Hammer, Trent	Chemistry	X	X	X		X	X	X	X	X	X	
Jyrkkanen, Stacey	S & EM					A	A	X	X	A	X	On leave until 12 2014
Karpluk, Janice	Admin											No need to attend
Maurits, Gordon	S & EM	X	X	X		A	X	X	A	X	X	
Prescott, Walter	ARET	A	P	P		X	P	X	X	P	X	
Purdy, Susan	Biology	P	X	A		X	X	X	A	X	P	
Lettinga, Marten	Chemistry	A	X	A		X	X	X	X	X	X	New Rep
Robinson, Lesley	Math	X	X	X		X	A	A	X	X	X	
Schumacher, Janie	Uprep	X	X	P		P	A	A	A	A	A	1.29: Iris Rich Attended
Sorenson, Jacque	NRS	X	X	P		A	A	P	A	A	X	
Taylor, Colin	Physics	X	X	X		X	X	X	X	X	X	4.30 George W. attended
Urban, Joanna	Micro	A	A	A		A	A	A	R	A	A	
VanWagoner, Nancy	Geology	P	X	P		X	X	A	P	A	P	
Walczak, Sonia	AHT	P	P	P		X	X	P	X	X	P	
Duggan, Bunny	secretary									X	X	

X=Present

A=absent

P=proxy received

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:

- **Sonia (AHT) Increase security during holiday times at AHT**

B. Adoption of past Minutes (May 28,2015): corrections to be made on May final copy to be posted/sent out

1. Spelling of Stacey's name (Jyrkkanen)
2. Item E, last bullet delete " Trent has already introduced" and replace with "Chemistry is introducing"

C. Old Business

1. Working Alone Protocol (WAP):

a. Divisional Report on # of Students working alone Wtr 2015 and projected for Fall 2015:

Area (Member Reporting)	Currently (Wtr 2015)	Future (Fall 2015-Wtr 2016)	Security Aware <input type="checkbox"/> Faculty on-call <input type="checkbox"/> Sign-In/Out <input type="checkbox"/>
1. SON (Laura)	0	Possibly hiring TA's	----
2. ARET (Walter)	50 students at night	50 students at night	Security <input type="checkbox"/> List of Names for Access <input type="checkbox"/>

3. Resp Ther. (Janine)	80 students at night	80 students at night	Security <input type="checkbox"/> Sign In/Out <input type="checkbox"/>
4. NRS (Jacque)	1	2	Security <input type="checkbox"/> & ID for access to study areas <input type="checkbox"/>
5. AHT (Sonia)	4-6	4-6	Faculty Weekends <input type="checkbox"/>
6. Chemistry (Trent)	2	2	??
7. Biology (Susan)	No report?	4	??
8. Physics (Colin)	0	0	n/a

- b. Dennis Acreman to ask for FLC response to committee suggestion: After hours students to wear student ID at all times for easy identification. **ACTION: Janine**
- c. Janine to find out the location of card punch for ID+Lanyard (Bookstore, Cashier Window?)
ACTION: Janine
- d. Gordon responds: Security is not responsible for monitoring employees who are doing their employed work duties after hours (eg Teaching evening classes, WorkStudy students performing after hours paid work)
- e. **Security and WiFi lost on walk-about**: Trent stated the issue of lost WIFI between buildings can be solved by security having an “ Edurome Account” which gives easier access to WIFI.
ACTION: OH & S
- f. **Announcement: All Science Division Employees (Faculty, Staff, TAs, Work Study Students) Working Alone After Hours (After hours = outside of 0700-1900 M-F and weekends)**

Although it might seem minor to let Security know of your presence on campus afterhours (**this does not include those who are teaching scheduled evening classes or performing paid work after hours eg Work Study Students**), the committee would like to encourage everyone to take responsibility and be accountable for personal safety and begin utilizing the system. This allows security to keep better tabs on who is on campus alone “ afterhours”. OH & S recognizes that this system may not suit all depending upon your whereabouts/type of work you are doing, but would like to request that each employee make the best effort to keep themselves safe while working alone, after hours, on campus by utilizing this system. It is unreasonable to think Security can monitor everyone’s afterhours work and so we each need to do our best to utilize the system in place.

As you may be aware, our Division is looked upon highly for setting safe practices at TRU. So, let’s all work together and start the new academic year by using the system in place and set the standard for the campus. If your presence on campus is known by security, they are then able to account for you as they do their campus walk-about to ensure your continued safety as well as account for you should an evacuation occur and your last whereabouts are documented. If you do forget to sign out and leave campus, you can always go back online when you reach home and sign out.

ACTION All Faculty and Staff: To let Security know your whereabouts afterhours, fill in the electronic form found at [myTRU.ca/ Employee Resources/ Lower Left Hand Corner: Working Alone](http://myTRU.ca/EmployeeResources/LowerLeftHandCorner:WorkingAlone). Thank you for your efforts to keep your time on campus a safe one!

Cheers!

Occupational Health and Safety Department (New Name: Safety and Emergency Management or “ SEM”)

2. TRU (Kamloops) NEW Chemical Storage Unit (CSU) : Continual Update until completion by Safety and Emergency Mgt (SEM)
- To date, one meeting has occurred with all reps from Science (C Mohr, M Al Foadi, J Sorenson), SEM and Les Tabata on the new CSU building. Les is waiting for:
 - a list of all chemicals Science has
 - how we want them organized

- if arranging by class, how many chemicals need to be temperature controlled which will indicate spatial needs.
- Trent is heading up the huge job of recording/labelling chemicals. He
 - is at the letter “B” chemical names and has 60 chemical thus far.
 - feels that all chemicals should be in a temperature controlled environment which is costly. So the amount of chemicals to be stored in temperature controlled environment will need to work with the budget available.
 - will work with Gordon to decide what is needed now for storage, take into account future growth , improve and optimize access to chemicals. Issues that exist now are
 - other depts. helping themselves to other people’s chemicals
 - need to control how chemicals are ordered
 - who owns what chemicals
 - **ACTION: Gord and Trent**
- Stacey requested an RFI (request for information) awhile ago from different companies that make chemical storage units
 - Stacey will ask Les where RFI is.
 - Walter suggested a compound area with several trailers housing various departments’ chemicals. Stacey said that option is also being considered as it will allow for growth in the future and be cost effective.
 - Once the RFI is received, an RFQ (request for quotation)will be done
 - Time Limit: within this fiscal year, before the snow flies.
 - **ACTION: Stacey**

3. TRU (Kamloops) Campus Chemical Storage Discussions

- Stacey unaware that NRS Research House (Brian Heise reported to Janine) has ethanol stored without cabinet nor fume hood present. **ACTION: Stacey talk to Brian H.**
- Gordon reported some preservatives in Lauch’s Green House but nothing warranting any concern. There are some compressed cylinders as well at that location.

4. TRU (WmLk) Campus : Chemical Storage, Inventory Assessment, WHMIS Signage, Chemical disposal

a. Chemical Storage (Marten reports) : **TABLED**

- One room for all chemicals and flammable storage cabinets are used
- Chemicals that could be transported to Kamloops remains undecided
- Wm Lk Campus concerned about costs involved for any changes required to chemical storage

b. Inventory Assessment

- Trent/Christina talk to Gordon about chemicals they want. **ACTION Trent/Christina: TABLED**

c. WHMIS Signage

- Trent to print signage and send to Marten. (Older version signage Ok until 2018 when GHS)
- Marten to send to Randy Underwood (Wms Lake Campus) who is safety contact at WmLk Campus.

- **ACTION Trent, Martin, Randy Underwood**

d. Chemical Disposal

- Gordon to contact Grace Simpson about disposal of chemicals not wanted by TRU Kamloops campus. **ACTION Gordon: TABLED**

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

- **ACTION Janine:** Work Order: # 84987 Tabled until complete

6. NMR and visual hallway alarm: Items currently being addressed by Trent

- Nitrogen measurement:
- Wall Signage
- Sensor calibration
- Alarm system: audible & visual
- Risk Assessment and Safety Procedure write up
- **TABLED until complete by Trent.**

7. TRU 3D Printers (ARET, HOL 405 , Physics S264) and Ventilation Concerns

a. Walter reported on the use/ventilation procedures/policies from the following institutions below. General comments from Walter on his findings:

- No case or problems with the thermal set 3d printers. Thermal set system has no toxic off-gassing. Laser emulsion type have the concerns of toxicity.
- Consensus yes, there is a definite odor, but, it can be abated with exhaust, like a washroom set up. No Dangers.

Institution	Printer Exhaust System	Add'l Comments
Okanagan College	~ washroom exhaust set-up	Optimize with on/off timers and speed control in the room
U Vic: PLC printers /minimal smell	~ washroom exhaust set-up	
UBC: ABS printers/ located in general lab	General lab exhaust and air exchange	No toxic condition but smell
Kwantlen Polytech U: ABS & PLC printers/	General Exhaust and General Air Supply	Concerns with burns to users; Safety protocol ppt during orientation for all students
Camosun: enclosed room	General Exhaust	No problems

b. ARET printer ventilation

- Tom OByrne reports (Facilities) : completed 6.22.15
- Walter questions if air flow has been balanced. Tom OByrne stated he will get Inland Technical to balance airflow.

c. 3d printer acquisition and ventilation issues discussion

- Walter and Stacey discussed issues of acquisition of more campus 3d Printers and ensuring adequate exhaust systems available. Stacey stated not easy to add exhaust systems anywhere, especially in older buildings (OM). Cost must be considered as well.
- Gordon stated that add'l 3d printers should (1) involve a discussion with Facilities to ensure proper ventilations (2) Must consider issues with odours and those who have asthma and other sensitivities as we are a scent reduced campus. Stacey agreed that Facilities is needed in the discussion when 3d printers are purchased.
- Walter would like to see a protocol developed.
- Stacey stated: Liam Reagan, would like to get rid of small printers on desk tops in individual offices. Purchasing won't approve small desktop printers in the future. The issue will be taken to the JOHSC by Stacey to further discuss. Stacey stated that it can cost up to \$10,000 to get rooms up to code. **ACTION: Stacey**
- **TABLED Sue:** after 3D printer policies from other institutions are gathered, schedule meeting w/ Tom O'Byrne, Gordon and Sue to discuss ventilation issues for this equipment.
- **TABLED Gordon:** investigate these 3d printer areas to assess ventilation issues.

8. Field trip forms feedback from NRS/Bio and adhoc committee formation (Sue, Jacque, Walter,

Steven Joly):

- Discussions are in progress to revamp field trip forms to a more user friendly system that all faculty will use. Past comments from committee members: aware of some faculty who are not using the system as it is labour intensive. This puts all at risk and a solution must be found.
- Jacque: NRS dept discussions suggest revamped package ready @ beginning of field trips this coming academic year.
- Suggestion made about one consent form that has all trips listed and is signed at the beginning of the year AND 1 page medical form containing life threatening conditions that could come up during a field trip.
- Current confidential student medical information stored in locked filing cabinet, Science Main Office.
- **Suggested that “Adhoc committee group” from Science Division, ensuring representation from every area with field trips, will discuss this with Jacquetta** so that she is aware and able to help move us forward in this area and keep us aligned with the Institutional plans re: appropriate risk assessment & forms for Field Trips. **ACTION: Sue, Jacque, Walter, Steve Joly, Others?(Micro?)**
- **TABLED Jacquetta:**to contact us when campus wide field trip meetings begin.

9. Concrete stairs front of Science needing repair:

- 7.30.15 update from Warren (Facilities): Stairs are sealed and finishing touches to be done in August.

D. New Business

- **Campus Storage Area Break-Ins:**
 - Sonia (AHT) Need increased security for their building especially afterhours and weekends and holiday slow downs. Bolt cutters were used New Year’s day and last month to break into compound gate. Nothing valuable is stored on campus. She believes they are getting a security system installed but not sure when. Suggested motion sensors, cameras would help.
 - Jacque (NRS): NRS storage areas have experienced theft of motors and other equipment as well.
 - Stacey to talk with Jacquetta about security options for these compounds evenings and weekends and slow down periods. Area is well lit. **ACTION: Stacey**
- **Urgent/Emergency Campus Communication System Update**
 - Stacey reports that a new emergency contact list has been created, one of items due to results of snow closure in January. Campus protocol has been finalized, posted on new web site. Share point intra net so it can be seen internal only, will be up and running shortly.
 - **Emergency contact list** has variety of Deans, VP’s, Resident Contacts , key people to be contacted in the event of an emergency. 12 people have access to the list.
 - **Prolonged Campus Closure:** New provost will be sent questions regarding a prolonged closure, especially when it comes during Final exam time. Every department needs to have a plan with a fan out phone list so that everyone can be contacted and updated of the situation.
 - Departmental Phone Trees need to be set up: **ACTION: All Science/ SON Chairs**
 - AHT concerns: Erica Gray and Sonia are AHT contacts. How are they going to be handling the animals during an urgent situation? **ACTION: AHT to report to committee**

E. Reports and Incidents:

- Incidents: Gordon reported that there were few in May, one in June – 4 needle pokes (SON), 1 cut finger (med lab tech), 1 dog bite (AHT).

1st Meeting of new academic year: August 27th 1130 lunch meeting. Location: TBA

- Need new chair (new chair’s availability will dictate meeting day/time opportunities)
 - Janine will email possible candidates for chair position: Laura, Marten, Colin, Sonia, Jacque to see of interest.
- Please respond to Doodle Poll when it is sent out to help set up meeting dates for Fall 2015
- Janine was thanked and appreciated for all of her work as chair.

