

**Faculty of Science & School of Nursing Safety Committee (SHSC)**

**Meeting Minutes for May 26, 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. 31	4. 21	5. 27	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	X	X	X			
McKenzie, Wendy	Nursing	P	P	X	X		X	X	X	X	X			
Hammer, Trent	Chemistry	X	P	P	P		X	P	X	X	P			
Jyrkkanen, Stacey	Safety & EM	X	A	X	X		X	P	X	X	X			
Prescott, Walter	ARET	A	A	A	A		X	X	P	A	P			
Purdy, Susan	Biology	X	A	X	X		X	X	X	A	P			
Lettinga, Marten	Chemistry/ Co-Chair	X	P	X	X		X	X	X	X	P			
Robinson, Lesley	Math	A	A	A	A		A	A	A	A	X			
Horton, Jane	UPrep	A	A	X	X		P	P	A	X	P			
Sorensen, Jacque	NRS	X	A	A	P		X	X	P	A	P			
Taylor, Colin	Physics /Co-Chair	X	X	X	X		X	X	X	P	P			
Urban, Joanna	Micro	A	A	A	A		A	P	A	A	X			
Van Wagoner, Nancy	Geology	X	A	A	P		A	P	A	A	X			
Walczak, Sonia	AHT	P	A	X	P		X	X	P	X	X			
Duggan, Bunny	recorder	X	X	X	A	X	X	X	X	P				
Lucille Anderson	GUEST							X		X	X			

**1. Adoption of Agenda**

APPROVED and ADOPTED: Colin T.

SECOND: Jacque S.

## **2. Review of Minutes from April 21, 2016 Meeting**

Errors and Omissions: None

**Motion:** ACCEPT: Trent H.

SECOND by Susan P.

APPROVED: All in favour

## **3. Old Business**

### **a) Emergency Program Training - (Stacey)**

Stacey briefly joined the meeting via cell-phone call. Nothing new to report regarding this program.

### **b) 3D Printer Emission – ARET follow-up (Janine)**

Walter gave an update about the 3D Printer in OM 2708. The layout of the room is being reconfigured by relocating the laser printers into the same room. Walter was not sure if a new exhaust fan and ducting had been installed over the 3D Printer. Also, no report has been received about exhaust flow or return air flow. At present, the existing ventilation/air-exchange system automatically shuts off at night. A centrifugal fan with ducting to the outside and a separate switch might solve the problem. Since classes are not in session, the 3D Printer is not being used right now. Thus, this summer would be an ideal time to work on the ventilation in OM 2708 as well as the student lab (OM 2712).

**Action:** Marten will send an e-mail to Stacey J., Gordon M. and Tom OByrne with copy to Warren Aschuk and Walter P. to request a meeting to look at all the venting above the ceiling tiles in OM 2708, gather more data on air flow and to look at options to improve ventilation this summer while OM 2708 is being re-configured.

### **(c) Incident Investigations demonstration – postponed (Stacey)**

This has been postponed until the September 2016.

### **(d) Emergency Marshals – Update (Marten)**

Cathy Hall-Patch is retiring in June so Sonia's new companion marshal for Animal Health is Erica Gray. Marten found out that the marshals do not have any portable stop-signs for crossing the road in front of the Ken Lepin Building during drills. Marten also found out that the first floor check at the far West end of the Ken Lepin building is not included during drills since it would require re-entry of the building. It was also decided that each area in the Ken Lepin Building should have an assistant marshal in case the other marshal is not in the building during a drill or during an actual event.

**Action:** Marten will contact Gordon M. for hand-held stop signs for the road in front of the Ken Lepin Building.

**Action:** Marten sent out a request for assistant marshals to the chairs or ask existing marshals to find their own assistant.

**Action:** Marten to find a marshal to inspect the far West end of the first floor of the Ken Lepin Building. Safety warden of lower floor (S170 area) to be covered by Trent H. or his proxy.

**(e) WHMIS 2015 Training - update for labs** (Stacey) – Tabled

**(f) Safety Training Checklist form - update** (Stacey)

Gordon M. has updated the form (Marten received a copy)

**(g) Broken Stairs update (above Ken Lepin building)** – (Stacey)

Stacey sent pictures of the broken stairs to facilities. Sidewalks are being redone around campus. Perhaps the broken stairs will be included in this work.

**Action:** Stacey to follow up with Warren Aschuk

#### **4. New Business**

**(a) Incidents** - (Stacey) - Tabled

**(b) Elevator** (Trent)

Trent mentioned that the elevator was broken again right after the weekend.

**Action:** Marten to contact Warren Aschuk to recommend that the elevator repairs take place on weekends and that janitors should be reporting the broken elevator as soon as they notice it.

**Next Meeting:** June 23, 10 am, S309