

Faculty of Science & School of Nursing Safety Committee (SHSC)
Meeting Minutes for May 31, 2018 THURSDAY 10:30 a.m. – 11:30 a.m., Room S270
Attendance Aug 2017-June 2018 (X= present) (A = absent) (P = proxy received)

Meeting Dates		8 31	9 28	10 26	11 30	12 Cancelled	1 25	3 1	4 5	4 26	5 31	6 28
Hammer, Trent	CHAIR Chem	X	P	P	A		X	X	X	X	X	
Taylor, Colin	CHAIR Phys	X	X	X	X		X	X	X	X	X	
Anderson, Lucille	Bio	X	X	X	A		X	X	X	P	X	
Crowe, Tim	Bio	A	X	X	P		X	X	X	P	X	
Duggan, Bunny	Record Bio- Safety Officer	X	P	X	X		X	A	X	X	X	
Fairman, Peter		X	X	X	X		X	A	X	X	X	
Lu, Ning	Comp		X	X	X		X	X	X	X	P	
Miller, Christine	UEPrep		X	X	X		P	X	X	P	A	
Jyrkkanen, Stacey	SEM	X	A	A	A		A	A	P	A	P	
Lettinga, Marten	Chem	A	A	X	X		X	X	X	P	X	
McKenzie, Wendy	Nurs	X	A	X	X		X	A	X	A	X	
?	Math											
Prescott, Walter	ARET	A	P	P	A		X	X	X	P	X	
Purdy, Susan	Bio	X	X	X	X		A	A	X	P	A	
Sorensen, Jacque	NRS	X	A	X	A		X	X	A	P	X	
Urban, Joanna	Micro	A	A	A	A		A	A	A	A	A	
Van Wagoner, Nancy	Geo	A	P	A	X		P	X	X	X	X	
Walczak, Sonia	AHT	P	P	X	P		P	P	X	X	P	
Wood, Ricky	Resp	X	X	X	X		X	X	X	X		

1. Adoption of Agenda

APPROVED AND ADOPTED by all members present.

2. Review of Minutes from April 26, 2018.

APPROVED by all members present.

Changes as discussed by members:

Key pad door locks –Pad hardware to be added to the S236 Copy Room and a Code Change to the Main Mailroom in the Ken Lepin Building

ACTION: Colin to add to the agenda for the next Faculty Council Meeting for discussion.

3. Old Business (Taken from April 26 Minutes)

a) New Chemical Storage, Labelling and Inventory System

December 1st, 2018 deadline.

Are all Researchers aware of the new regulations? Biology, NRS, Physics and Williams Lake are aware. Respiratory Therapy and the Water Treatment Programs should be informed.

ACTION: Members to let Colin know if you think of someone else that will be storing chemicals and should be informed.

ACTION: Colin will send information to members when he receives it from Dayton. Trent H. to remind Dayton to send. Dayton away for month of June.

b) Sign-offs

Peter F. brought hard copy examples and dispersed them. The samples showed different models: step by step, of how a safe work procedure or a standard operating procedure can be constructed and how to understand the process. It is the employers' obligation to establish a safety program that identifies hazards and manages the risks. A big part of establishing a safe work program is being able to demonstrate due diligence and safe work procedures and sign offs can facilitate this. Due diligence cannot exist without some form of written accountability. Not every procedure needs to be covered with a sign off. Some good ways to identify procedures that could benefit from a sign off or safe work procedure are to look at near misses and incident numbers. Keeping staff/students safe and protecting the institution is the mandate in accordance with Work Safe Rules and signatures on documents can help indicate understanding and show due diligence of the University.

ACTION: Look for procedures that are high risk and have had a few common incidences/accidents in your area Peter Fairman checking lab manuals.

c) Office Security

Members were questioned if there were any incidences to report because of renovations in the building. A member stated that she left her office for a brief time, and locked the door behind her. When she returned, the door was unlocked. A contractor confessed to needing entry to her office and forgot to lock the door when he was finished. She also noticed at 7:30 one evening that doors were left open and

in response to this, the member posted a sign indicating that doors need to be shut and locked in the area. There are ongoing improvements, such as real cameras being installed in areas that there is expensive equipment stored. One solution suggested was that the doors in the Ken Lepin Building should always be locked and a key is needed to open them.

d) WHMIS Training for ARET Department (Walter)

WHMIS training for ARET will be brought up at their next Departmental Meeting due to renovations in the Old Main Building.

Walter Prescott agreed to be the new representative at the JOSH meetings. Next meeting of the JOSH committee is Monday June 4, 2018 at 2:30 in the CAC Boardroom. Thank you for accepting this position, Walter and thank you to past representative, Ricky Wood.

e) Smoking (and other personal habits) near entrances (Colin)

Item tabled as Aaron Ladd from Respiratory Therapy was unavailable for this meeting. A notice of motion was served on May 25 on [proposed revisions](#) to Policy ADM 05-3 Alcohol, including new provisions regarding **cannabis** in the draft revised policy entitled [Alcohol, Cannabis, and Tobacco](#). Comments on the proposed revisions will be received until 4:30 p.m. on **July 31, 2018** and may be forwarded to Secretariat@tru.ca.

Members are encouraged to review this notice of motion.

f) Window Coverings (Nancy)

Tabled until next meeting

ACTION: Colin circulated a link regarding discussion around frosted glass windows https://www.campusafety magazine.com/safety/window_security_film_101/

ACTION: Contact Stacey if you have a specific problem with a room regarding window blocking.

g) Inappropriate Advertising

A sample of the “seeking arrangement” cards were brought in for the purpose of recognition. Fall may be the next target period. Committee members are requested to pick up and dispose of the cards and report to Peter Fairman of SEM. They are not legal advertising and they are possibly a hazard to some vulnerable students.

4. New Business

a) Incidents (Stacey/Peter/All)

There were four separate incidents. 1. Patient was walking backwards with a walker and fell onto a student. Student hurt elbow and was scraped and bruised. 2. Student was carrying a hot bowl of soup and spilt some on her hand – technically, because she was on a break, she was not covered by insurance and this raised some concerns. No follow-up medical care. 3. An incident at Royal Inland Hospital, a client fell down and an RN instructed the student nurse to lift the patient and the student hurt their back. The student may not have known work safe practices and this could be a

reason to have a sign off in place, the student understands the safety procedure. 4. In the BCCOL and clock Tower – Fuzzy ball chair have been used, staff member has fallen and hit their head (these chairs are not ergonomically correct). Employees are discourage from purchasing these chairs, as they probably do not meet Worksafe standards.

b) Science Building Heat Pumps (Colin)

Installation now complete. The airflow has been adjusted on a few units. Some staff are finding them very loud – adjustments help with the noise level. Please send a request via Archibus to facilities to adjust if needed.

c) KLB Revitalization Committee (Colin)

Each department has a representative from Science for the Revitalization of the Ken Lepin Building. Space will be available once the Nursing building is complete, please make suggestions and we will add it to the agenda anything related to safety for the KLB, let Colin know.

Member added at this point that there is a smell in his prep room (unsure of the room number). One staff member was moved to a temporary office due to the smell. Every tile has been replaced in the room as mold was thought to be the problem, but there is still a bad smell. Plans for all labs in the KLB will be revitalized in the future.

Fire alarm testing in the KLB

Member inquired what the beeping down her hallway had been. They were testing fire alarms. Staff would appreciate a heads up if there is going to be major activity in the hallways.

ACTION: Colin will remind the dean's assistant to send out any notices of disruption due to work in the building as soon as possible

d) Next meeting June 28, 2018 10:30 S270. To be held in S270 snacks, coffee provided.

e) Meeting adjourned at 11:05 a.m.