

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES - November 25, 2014**

Attendance Sept 2014 - June 2015

Meeting dates and times→			9.23	10.28	11.25	Dec	1.29		2014-2015 Members
Chan	Janine	Resp/ Chair	✓	✓	✓				
Ford	Laura	Nursing							Unable to attend Fall 2014 term – NEED Proxy – yes received up to date
Hammer	Trent	Chemistry	✓	✓	✓				
Jyrkkanen	Stacey	OH&S							(on leave until Dec)
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				
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
			✓						
Dallas	Donna	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** (additions of proxy and Donna & Stacey items under New) - yes

B. **Adoption of past Minutes** (October 2014) - yes

C. **Business arising from past minutes:**

- 1) Chemical Storage Bunker: Interim Bulk Chemical Delivery Protocol
ACTION: Gordon/Donna to draft letter to all Science researchers to send him their chemical inventory updated lists annually. – **table to January**

ACTION: Trent to report on Interim Bulk Chemical Delivery protocol when complete – **tabled to next year**

ACTION: Trent to send Marten hazardous signage - **tabled**

ACTION: Marten to send the Williams Lake Campus incomplete chemical list to Gordon.

Tabled – not WLake has

- **ACTION: Stacey** will email Grace in WLake for the inventory list
- **ACTION: Gord** (after inventory list is received) to discuss w/ CHEM,BIOL,NRS(?)reps on this committee what to keep/ dispose of. Gord may travel to WLake once roads are better in the spring to check out chemicals.

ACTION: Chemistry, Biology and NRS SHSC reps to check that their WHMIS signage is visible in all appropriate areas. ??? **Tabled**

- 2) S269: Insufficient Ground Fault Outlets when wooden cabinet job was completed:
ACTION: Gordon will check with Dave Trevitt . (Hx: Work order was submitted on Nov 18, 2014 and it is to be completed by January)
- 3) NMR visual hallway alarm installation
ACTION: Awaiting Tom (Facilities) to report when job finished. (Hx: Matt (Finance) has Facilities paying for this update to the alarm system. Les Tabata stated in his email confirming the funding from his department that “ procedure and ongoing training is left for others to consider”. **ACTION: SHSC to discuss this need at January meeting**
- 4) ARET and HOL 3D Printer Rooms: ventilation needed
ACTION: Gordon to follow up with Lincoln on safe monitoring levels as need to distinguish between the 2 types of plastics used in these printers: ABS plastic is BAD and PLA plastic is the GOOD plastic that doesn't produce toxic fumes when heated.
ACTION: Awaiting Tom (Facilities) to report on new ARET printer location w/ improved ventilation. (Hx: Gord reported @ the meeting that 3D printer requires “ extraction” ventilation and he will send the report he read to Tom (facilities).
ACTION: Gordon to advise Facilities to check HOL print room housing 3D printer (Marcy: HOL 40?)
- **ACTION: Donna** to send room # to Gord. This printer may require increased ventilation that the HOL print room cannot provide.
 - **ACTION: Sue to take to JOHSC?:** Consideration needs to occur when 3D printers are purchased for campus use as appropriate ventilation needs to be provided for them depending upon the type of plastic used (PLA vs ABS)
- 5) Ventilation in Science Bldg , specifically a worry about (a) ventilation reduction over holidays and (b) erceived reduction in Chemistry area
ACTION: Janine awaiting responses from James Gudjonson (ESC) and Tom (Facilities)

(a) Jim G (Env.Sustainability Chair) Response: No we have not done any changes to the ventilation in your building. We are looking into some controls that would reduce fan during unoccupied times - but we meet with you all before and discuss at that time (likely next year). The technology that we are looking at is approved by work safe and as I mentioned it would not be engaged during occupied times. (**Update: Dec 19/2014 Holiday email** received from Jim G to numerous individuals in Science Bldg wanting to know room numbers of labs that were not to be reduced over Xmas Holiday period. No response sent to him prior to Christmas. **January 2015 ACTION: SHSC to discuss this in January.**)

Tom (Facilities) Response to Chemistry Lab Area and Committee worry that ventilation has been decreased with the smells evident in prep area : The exhaust fan is on 24 x 7. The fume hood in this area has always been on. There is a problem with the air scrubber which we are looking to replace. We do not run the makeup fans 24 x 7 as we do not need to. The fan on the heat pump does not need to be on all night to control the temperature. I am sorry but I am trying to resolve this problem but I cannot get rid of all the smells at the science building. I have already informed Trent/ Christine that there was a problem with the air scrubber and advised them to run the fan when they are not at the office as it is noisy.

ACTION:Stacey has talked w/ Jim G about ventilation reduction in labs and she advised him he would need to talk to OH&S first.

ACTION: Trent to draft email to remind facilities about no reduction in ventilation over Xmas and Donna will send it to Facilities (cc Stacey, Gordon, Janine).

- 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

ACTION: Donna to send an email out for interest within Science to re-address our own Field Trip issues currently – **tabled** to next year

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

- 7) DSA (designated smoking areas) update:

ACTION: Janine report on new Science DSA location – everyone knows we moved it

ACTION: Report from Nancy Van Wagoner on impact of Science DSA relocation – she is OK with the new location and reports no odour in her classroom from smokers at new DSA. There are plans to evaluate DSA feedback and send it to the April JOSHS meeting.

- 8) Concrete stairs front of Science needing repair:

ACTION: Gordon to follow up with Facilities. **Tabled** until January. (Warren will f/u with contractors, but it may take until spring to work on the problem)

- 9) Overheating of OM 2740, OM2712, and OM2652:

ACTION: Janine to email Walter/Mindy as follow-up

- Post meeting email to Campus: Facilities stated that there were mechanical issues and they are addressing the problem of overheating of classrooms.
DONE NOW

- 10) Contractors on campus without ID:

ACTION: Janine to email Facilities about improving this issue and also to consider Facilities emailing departments when individuals on campus so they will be expected in their area of campus.

ACTION: Susan Purdy will bring this up at the next JOHSC meeting .

- **ACTION: Stacey and Gord** to check if on JOHSC agenda as Susan wasn't at this meeting)
- **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. In our Division should notify the secretary to the Dean (and alternate): eg. Janice, Donna, Karen
- **ACTION: Donna** to provide primary/secondary contact information and include Nursing contacts to Stacey
- **ACTION: Gord** is working on CORE (setting up contractor orientation process) Need to emphasize to Lincoln, Les how important this procedure is as Worksafe requires that Gord/Stacey are notified of contractors/workers on campus.

- 11) s267 Chem Prep Area Carbon Scrubber inoperative:

ACTION: see item #5

- **Trent** : this is not fixed yet. But the “ blown” fumehood last week has been fixed.

D. New Business

1. Proxy (Janie) – DSA needed: North side of Old Main (parking lot): international students smoking in this location and don't seem to be aware of DSA locations.

2. Proxy (Walter) - allergic reaction in ARET to strong perfume in classroom. ARET Faculty are advising all ARET students of scent free campus policy. Accident report sent to/rec'd by Gord.
3. Proxy (Sonia) – AHT AED needs to be checked – Gord has checked this area.
4. Proxy (Nancy VW) – her report on the Science DSA relocation and impact to her work space is included in these minutes. See above, item #7.
5. **Chemical bunker update** (Stacey) – final report from Stantec Engineers – Jacquetta (Risk Mgr) has put together the risk analysis report. TRU executives want to know if it can wait a year OR should it be done in the next 8 months as there may be growth to the Science Bldg coming
6. **Short Notice communication between Facilities and “Campus areas impacted”** (eg Science and short notice received re: Deionized Water shut down Nov 25/14 0814 email sent for noon shutdown).
 - Warren spoke to staff responsible for shut down about more notice needed.
 - **OH & S** (Stacey)states: this should be part of the procedures for Facilities to send messages out in a timely manner about shut downs, etc. to allow for alternative practices, etc. to be set up. She is aware there are problems in this area.

E. Reports and Incidents:

- Oct 2014 = 0
- Nov 2014= 2 (1 needle poke (Nursing) + 1 allergic reactions (ARET)
- **2014 year total:** Jan to end of Nov = 31 incidents (17 were needle pokes, 2 falls, 1 fainting and 24/31 incidents occurred in Nursing)
- **ACTION: Janine** to try and get the rep from Nursing here
- **ACTION: Donna** to send Doodle poll for W2015: aim for 4th week/month