

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
November 21, 2011**

Attendance August-December 2011

Meeting dates and times→			Aug 30	Sept 12	Oct 17	Nov 21	Dec 8		2011-2012 Members
Anderson	Debbie	Nursing	P	☐	☐	☐			
Bladon	Kevin	NRS	P	☐	P	☐			
Chan	Janine	Resp/Chair	☐	☐	☐	☐			
Fardy	Carolynne	Micro	■	■	☐	☐			
Feldberg	Suzanne	Math		☐ (fall)	☐	☐			
Hneeda	Alan	UPrep	☐	(winter)					
Jyrkkanen	Stacey	OH&S	■	■	■	■			
Karpluk	Janice	Admin	☐	☐	☐	☐			
Klein	Ken	Geology	P	■	■	P			
Maurits	Gordon	OHS	■	☐	☐	☐			
Noyes	Heather	Resp	☐	☐	☐	P			
Prescott	Walter	ARET	☐	■	■	■			
Purdy	Susan	Bio	■	☐	☐	☐			
Reed	Norm	Chem	☐	☐	☐	☐			
Robinson	Lesley	Math	☐	(winter)					
Schumacher	Janie	U Prep	☐	☐ (fall)	☐	☐			
Tattersfield	Carmen	Grad Student	P	P	■	☐			
Walczak	Sonia	AHT	P	P	P	■			
Weremczuk	George	Physics	☐	☐	☐	P			
Donna Dallas: Minutes			☐	☐	☐	☐			
Comments									

☐=Present P= Proxy received ■=absent

Proxy Vote: Those members not able to attend are requested to send your proxies to Donna Dallas (ddallas@tru.ca) prior to the meeting time.

Attendance policy: Missing 3 meetings consecutively without a submission of proxies constitutes loss of your seat on the Committee.

Inspection Reminders

- **Area inspections every 2 months: Sept, November, January, March, May, July**
 - Form location: www.tru.ca/hsafety/formschecklists.html
 - 2 Copies: for your records, Chair, gmaurits@tru.ca
- **Fire Warden Emergency Equipment: monthly inspections**
 - Form sent to you with monthly minutes
 - Return form to gmaurits@tru.ca
- **Lab inspections: daily – for high risk areas like Science building**
Log into logbook (for each dep't) doesn't have to be every lab, but if that works for you, then a sheet for every room, revisit in a couple months to see if working for you – keep it simple, we need a record for worksafe inspections

1. Adoption of Agenda
2. Adoption of past Minutes (10.17.11)
3. Business arising from past minutes: ***Ongoing items:**

***a. Committee membership review: Ongoing**

- Sent to Faculty council the need for undergrad student representation
- REMINDER – undergrad would be great
- Teaching Assistant as a representative on our committee - **Action:** Topic to be revisited Winter Semester

***b. Facilities Update: Ongoing**

- **Sound Testing Data : Action:** Re-assessment is on hold after renovations are complete.
- Are Old Main renovations done? YES – all windows done, just painting. Gordon – can't do sound testing until later, it will all change (HVC change) when they add 3rd floor, once done 3rd floor, then the sound testing will be done and go from there – they will move everyone out of A BLOCK as of April 30th
- **Christina Mohr's Office Car Exhaust Smell Update:** Ongoing for Fall 2011. **Action:** Testing and evaluation within 2 months from Sept 2011 – Janine to email

Christina is getting work done tomorrow, the following is an email sent from facilities:

"...our last meeting you indicated the smell of exhaust came from that grilled space in the ceiling at the corner. If that's the case, it appears your room is inadequately ventilated. That space is for air to return to the heat pump...so air should not get into your room through it. Your room is not pressurized enough to enable air to return to the heat pump. The solution is to install a new diffuser which will introduce air into your room. The existing diffuser is shared between yourself and Wade's room with 90% of it going to Wade. You can see that diffuser smack in the middle of the wall separating your room from Wade's. We will act on that hopefully in the next one week".

We should get SIGNAGE put up – anti-idling (policy) – **ACTION:** Janine will contact facilities

- **OM/Science Sewer Smells & Filling Drain Traps Update:** Ongoing Sept/Oct. for any smell issues. **Action:** Janine to include in report to Faculty Council, October 2011.

There was a natural gas leak in the boiler room – it is now fixed – **ACTION:** Janine to ask facilities – how do they monitor/test for future?

- **Chemistry lab ventilation issues ongoing:**
 - S271: negative pressure environment to contain smells: target date November
 - S273: separating lab and classroom shared air closet. Target date: Dec 31, 11
 - S267: Extensive project to optimize chemical storage to code. Target date: Jan 2012 OR 2012-2013 Fiscal year depending upon total cost.

S271 – what's being done? Almost end of November – **ACTION:** Janine will get an update from facilities

S237 – is there a problem with the wiring? Hot plates & breakers are blowing. **Gordon:** Wade bought it up that when you plug in more than one at a time, it was tripping out. I took a look, reported it to Lincoln, go ahead and make whatever changes – **ACTION:** Janine to follow up with Lincoln (dates/etc.)

***c. Research Centre updates:**

- **10.17 Research House and Mice: Action:** Orkin called in by Facilities to this area.

House 6/7 (Research) – it's been good lately

Report that there have been mice in S212 office and under stairwell in main foyer –
Action: Janine to contact Orkin

- **10.17 Research Centre Decommissioned Fume Hood: Action :** email sent to Tom Dickinson by Janine 10.7 for update
- Tom's response was that currently we can use other facilities, he mentioned s272 which is George's former office and has no fumehood? Clarification is needed from Tom and all of our labs have fumehoods but they are busy and will require some discussion if this is to happen. Question: did Tom mean s271 which is a research laboratory that is also used by 4th year students. **ACTION:** Janine to ask for clarification and researchers to talk to Norm if they need to use (schedules) – Norm would need to talk to his dep't (Norm wants to know their needs, primarily it would be Brian Heise's students)

Not an immediate need for this – as long as discussions happen and scheduling takes place if needed. **ACTION:** Janine will clarify with Tom, if it is the area Norm uses that he was suggesting, and start discussions

***d. Field Trip Documents and the Realignment Update: Ongoing**

- Ongoing until we hear back from Steve Joly on TRU Legal Counsel decisions. (10.7 email sent)

Just received clarification, the student needs to fill out this form for driver liability
ACTION: Donna to attach form to minutes. The forms are on the website, you can find it on the Finance web page under forms – Driver Information Form – here's the link:
<http://www.tru.ca/finance/forms.html> and in the field trip packages

***e. Fire Evacuation Procedures for Lectures: Ongoing**

- Lecture vs. lab evacuation information: **Action:** Stacey to talk to Uli about evacuation responsibilities of lecture faculty. **Action:** Gord to send the most updated muster map as there have been some changes (email sent 10.7) also to put on our website. Gord will see if we can get an app for the i-phone. He'll send it out if he is successful with this.

***f. TA Safety Orientation Training for FALL 2011 and TA Manual for Science: Ongoing**

- There are 2 TAs in the arts area and the majority of TAs are in Science. Would there be any opportunity in the development of this handbook to involve the Science Faculty?
- **Action:** Stacey to comment on the above and update when the TA Manual is completed.

Science will do all their own safety orientations

Planning on January before classes for orientation (6th or 7th, email to come from Gary Hunt/Emma Bourassa)

4. New Business

- a. Unlabelled chemicals in fume hoods:
Gordon - Norm found the culprit and dealt with it, it is being addressed
Signs up (biology) and orientation with students
- b. End of October, the glass in a door was broken (outside the new coffee shop leading to the hallway) – it took a long time for it to be fixed, and a student wasn't paying attention and put their hand on it to push open and cut themselves

Suggestion that Facilities creates a "work order has been created" – just like for computer/room bookings – **ACTION:** Janine to contact facilities
- c. Mail is now once a day – certain areas that it MUST be delivered to: CHEM/BIOL/NRS, however, Carolynne's area was missed in this email (Tom had sent)
ACTION: Carolynne to email Tom Dickinson and cc: Donna
- d. **Carmen:** toilets in the Research House plug really easily, the flusher is just hanging
ACTION: Donna to email facilities

- e. Department inspections: Reminder – due by the end of this month
- f. Hazardous waste removal – S273 is the staging point (fumehoods) for pick up on Dec 15th (Donna to email). Gordon will pick up from biology and take down, there are forms on the webpage that need to be sent to Gordon, they need a week prior – happens twice a year
- g. Fire emergency Marshalls – we are working on a form they can do online. Susan: our walkie/talkie's are not charging in S362 – **ACTION:** Gordon will look at them
- h. Doodle poll coming for day/time to meet next semester for these meetings

5. **Reports**

- a. **Health and Safety: No Report**
- b. **Incidents** – one mentioned by George and Gordon has received, yes