

**Faculty of Science and School of Nursing
Safety Committee Minutes
October 17, 2011**

Attendance August-December 2011

Meeting dates and times→			Aug 30	Sept 12	Oct 17	Nov 14	12.		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	■	■				
Maurits	Gordon	OHS	■	☐	☐				
Noyes	Heather	Resp	☐	☐	☐				
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	☐	☐	☐				
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 (9.12)
3. Business arising from past minutes: **Ongoing items:**

A. After Hours Computer Program Roll-Out

Gordon gave a powerpoint presentation at the last Faculty Council: if you are at TRU, before/after regular hours (regular hours: 7 am to 7 pm), working alone (eg. Prepping in lab by yourself, working in your office alone) and not in class teaching with students, you should be logging in to the "Working Alone" area on "myTRU". Faculty should forward this to their Grad students. Members on this committee will inform their respective areas about this new program. This will include UPrep (Janie Schumacher). School of Nursing has their own Faculty Council, but work in this building. Gordon will talk to the School of Nursing faculty about the program when appropriate.

ACTION: Gordon to email Donna instructions to forward to members of this committee

***B. Committee membership review: Ongoing**

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

C. Energy Reduction in Science building and issues w/ Ventilation:

- Ventilation schedule has been reset to the following schedule:
6:30 am to 10 pm Monday to Friday; and 7:30 am to 6 pm Saturday/Sunday
- We no longer require a map for the location of the buttons in the building that turn on the Ventilation to daytime levels with the current schedule.

***D. Facilities Update: Ongoing**

- Sound Testing Data : Action:** Re-assessment is on hold after renovations are complete.
- 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
- 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.
- 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.

E. Research Centre updates:

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

***F. 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)

***G. 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.

***H. 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.

I. Old Main = Active Construction Site Safety Issues/Training/Responsibilities:

- Originally raised by Walter Prescott regarding the active construction area in OM and the lack of safety awareness of students and faculty/staff in the area. No issues were raised at this current meeting regarding current construction in OM. Stacey had not raised any concern of the situation when she performed a walk through during active construction and now.

4. New Business

a. OM1772: Noise and Solution : Janine

- Janine sent an email to Gordon who followed up on this item. The ventilation panel had been covered up and construction workers forgot to take it off. So it has been removed and the noise is now gone.

Added to agenda under New Business:

b. Computer lab inspections : Science/Old Main

- We need to clarify who is to do what – when Tom, Janice and Donna do the building inspection in Science as a walk-through, focus is on missing ceiling tiles, areas needing paint, and obvious physical things, etc. Gordon mentioned faculty should “have a safety checklist for daily visual checks” as in lab areas.
ACTION: Gordon will talk to Bob Barlow to clarify for the computer labs in Old Main. Faculty in Science to perform visual checks as they enter the computer labs w/ their classes and record somewhere as done for their class (just like attendance perhaps?)

c. Lab coats for larger students

- Suggestion to wear apron to cover and protect the “front” of the student. Another suggestion from Biology who does this: utilize gowns from hospital put on two gowns (one to cover front and one to cover back of student). Susan said they work well and will share with Chemistry.

d. Chemicals in the bunker (empty pesticide bottles in bunker)

- Gordon followed up and found that it was the grounds crew (Lisa Nielsen) who left them there. They will be picked up with next waste disposal.

e. Inspection of Safety shower (Carolynne)

- The “chute-like tarp” that was used to test the showers was in disrepair and was not replaced. It was also too short and we all got wet when testing the showers. As a result of this, shower testing has not occurred for awhile and should be done.
- For those areas where chemicals are being used and there is no plumbing to plumb in an eye wash station: A portable eye wash station can be added to that area and the sterile water will need to be checked regularly to ensure the bottle is full.
- Darkrooms should have an eye wash OR portable eye wash station.
ACTION: Gordon will purchase a new shower testing tool. He reminded all of us to run the eye wash as well : ensure water is running clear and is at the appropriate tepid temperature and sufficient pressure to accomplish the job.

f. **Chemical Bunker: Flammables cabinet and temperature concerns**

- **Cabinet:** Gordon said facilities was contacted and there was nothing in it – should be moved to Research Centre. Consideration needs to occur regarding the venting of the cabinet depending upon the chemicals stored inside.
- **Bunker temperature variation:** issues in the past with freezing temperatures in the bunker and water pipes breaking. Need to optimize storage temperature to 10-15 C.

ACTION: Gordon to follow-up with Brian Heise who requested the cabinet. Gordon to contact facilities regarding temperature in the bunker and what can be done to regulate it.

5. **Reports**

a. **Health and Safety: No Report**