

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES from Sept 23, 2014**

Attendance Sept 2014 - June 2015

Meeting dates and times➔			9.23	10.28	11.25	12.? ?			2014-2015 Members
Chan	Janine	Resp/ Chair	☐						
Ford	Laura	Nursing							Unable to attend Fall 2014 term – NEED Proxy
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	■						
Purdy	Susan	Bio	P						
Lettinga	Marten	Chem	■						New rep
Robinson	Lesley	Math	☐						
Schumacher	Janie	U Prep	☐						
Sorensen	Jacque	NRS	☐						
Taylor	Colin	Physics	☐						
Urban	Joanna	Micro	■						
Van Wagoner	Nancy	Geology	P						
Walczak	Sonia	AHT	P						Unable to attend Fall 2014 term – NEED Proxy
			☐						
Dallas	Donna	Secretary/Minutes	☐						

☐=Present P= Proxy received ■=absent R= reinstated

Inspection Reminders

- Fire Equipment Check Sheet Due Monthly - send to Gordon.
- Department Inspections Due: Jan, March, May, July, Sept, Nov.

A. Adoption of Agenda - yes

B. Adoption of past Minutes (June 2014) - yes

C. Business arising from past minutes:

- 1) Chemical Storage Bunker Proposal Update: Gordon & Janine
 - **Lincoln Chua email 9.18.14:** If funding is approved by Jan/Feb 2015 for the new bunker, the proposed finish date would be Oct 2015.
 - **Bulk chemical delivery issues:** Trent (Proxy/June 2014): We receive bulk orders in summer and we used to move them to the bunker, but this has become a CUPE issue as the mail delivery person has now been tasked with the delivery of supplies. They don't have the time or manpower to deliver to our bunker and they don't have a key (another safety issue), but they have training on how to transport chemicals. This is only a summer issue, but we have to deal with it from summer to summer – the warehouse stores it until it gets moved to the bunker. During the regular school year it comes to US and then we can deal with – but only our stuff, not other departments.

ACTION: Trent to write out an interim Chemical Delivery Procedures Protocol so that it is available as a resource for those involved when questions arise or there are issues.

ACTION: Bunker Key availability issue: Gordon's office is next to the bunker. He has agreed that he can provide a key as needed. He just needs to be contacted when this occurs. Jacqui to contact Gordon if she needs access to the bunker for chemicals.

- 2) Back double doors of Science Bldg replacement to swinging doors: Janine/ Norm (Facilities) is getting a quote for this project. Currently, there is no money in the budget to make this happen this fiscal year.
- 3) Desk Phone ER Stickers: Donna handed out the ER phone number stickers to the committee reps who are to pass them out to their faculty members. Donna also forwarded the placement picture of the sticker on the phone handset to all (an email from Stacey J).
- 4) Updated Employee Orientation Form (EOF) and MSDS availability online: Donna reported that the EOF is posted online/updated. Gordon stated that there is no password for the MSDS access which is on all student accessible computers in Science now.
- 5) S269 Chemical cabinet replacement: The wooden cabinets were replaced in the 1st year lab. Plumbing and electrical were done, but there are questions whether things are to code (electrical boxes in particular?) There are insufficient ground fault electrical plugs.
ACTION: Janine to ask Christina
 Update Oct 23.2014: from Christina/electrical has not been completed.

ACTION: Gordon to check wooden cabinet in S269 – is the job complete?

- 6) NMR visual alarm: Janine/ Facilities will be contacted about having a visual alarm installed in the hallway outside of the NRM room to indicate an active low O2 alarm. There is an O2 sensor inside the room.

Update Oct 24.2014: discussions between Tom (Facilities) and Trent on this issue /

Trent: I think the idea might have been to draw attention to any alarm as such a situation is extremely dangerous. The alarm sounding in the room may not bring people's attention to an event but a flashing light and an audible alarm in the hallway will draw people's attention and be investigated. The worst case scenario is that someone in the room succumbs to the lack of oxygen and passes out and no-one notices their absence.

The chance of such an event caused by the magnet quenching is slim because it is vented to the outside, but the liquid nitrogen and helium dewars used for fills are not, and in the case of a catastrophic failure of a dewar, significant nitrogen or helium could be released to the room. A slow leak could also cause someone in the room to be caught unaware of the situation. Helium and nitrogen are odorless and cannot be detected.

Tom: Agreed. Will get a quote for a visual alarm in the hallway.

- 7) Ventilation report of hot rooms:
 - a. Lesley Robinson's office (HOL 444) has a personal 3D printer in a closed, office space, unventilated. ARET has an unventilated 3D printer in a small enclosed room. There is concern re: exposure to toxic fumes , excessive heat and a need for safe procedures manual. **ACTION:** Gordon will work on safe work procedure manual information; **Action:** Janine to contact Facilities to look into these 2 printer areas (HOL 444 and ARET) Donna notified Dennis Acreman of the situation.

Update October 3: Gordon has done some research on the printers and advises that they are vented through fume hoods or use local ventilation to extract chemical fumes created.

Update October 7: Tom (Facilities) and Lesley Robinson have agreed to use HOL 405 for 3D printing. There is an exhaust system and the room is locked/ secure. Lesley has agreed to carry her printer back and forth as needed as it is not heavy. **This issue has been resolved.**

b. Concern that lower air flow/stale building air at night indicates ventilation levels are being lowered as energy conservation measures by the Environmental Sustainability Office. This will present problems for areas requiring constant ventilation levels to exhaust chemical storage cabinets, fumehoods, etc

ACTION: by Janine/An email has gone to Jim Gudjonson for clarification. (involved are: Janine, Janice and Jim Gudjonson)

- 8) Locked office hallway doors after 6pm are inconvenience for those teaching evenings: Janine and Joanna Urban/ Janine will email Joanna, as it is probably going to stay the same, especially with some thefts that

have been reported. It is an inconvenience for faculty teaching at night, but minimum building security must be maintained.

9)

Update: Gordon says security is locking office hallways at 10pm. Janine notes that hallway across from s301 is locked at 6pm daily on weekdays.

10) Missing safework procedure binders (s362) and new procedure binders (3D printers) needed:

11)

ACTION: Gordon will work on developing binders for 3D printers. Other binders are on the OH& S website and can be reprinted.

D. New Business

- 1) Field Trip Form Add Ons?: Debbie Gill requested that more specific questions for students w/ asthma be added to the Field Trip Form such as triggers, do they carry their inhaler with them. Discussion amongst those involved in field trips is that some faculty have been abbreviating the number of questions asked, some faculty are not completing necessary forms. The group agreed that too onerous a Field Trip Package will not be used properly, but we must also show due diligence in our preparation for these activities. Ideas of having an ID card that students wear with their ER information and one consent form that is signed was suggested.

ACTIONS:

- **Jacque (NRS & BIOL) to ask departments what they think for field trip and legal responsibility is reasonable.**
 - **Gord to ensure Field Trip Procedures forms are located on the Science website;**
 - **Form a subcommittee (field trips and forms) to relook at what we are doing and optimize.**
- 2) DSA(Designated Smoking Areas) update: Janine & Gordon/ OH & S has been walking around and has a postcard of the DSA maps/Quit steps that he hands out. Stacey priced out bus shelter (to become covered DSA structures at TRU) and they are expensive (\$9000/each).

Update October: Gordon saw a similar bus structure for sale at Costco for \$1500/ each.

- 3) Disposal of needles: Brought up by new Nursing Sessional not knowing and took a while to find out the answer from several different sources.

The room is on the 1st floor (need a code to get into the storage room in the middle of the hallway, a step up). This is picked up 4 x a year, the company takes the old and leaves new containers, the bio-chemical waste removal is 2 x per year (Nov/Dec and then May-ish)

- 4) Chemical procedures: COR = Certificate of Recognition, we have to make out safe work procedures for the following chemicals that don't have procedures: chlorine, ozone, sulphuric acid, and ammonia. What procedures are in place? If you are going to use these substances, what is protocol?

ACTION: Trent to discuss with Gord and clarify at the next meeting

E. Reports and Incidents

1. It was slow in July/August (1 incident each month (needle poke)
2. Incident in Chemistry/September (Trent): a chemical burn with sulphuric acid, the student was wearing gloves but got some on hands and then scratched their nose
3. Gordon mentioned the proper activation of first aid on campus that uses switchboard. Currently new people are being trained for switchboard or auxiliaries work the switchboard. (daytime: Dial 1111 goes to switchboard then goes to a 1st aid person to respond. After 4pm: security will answer the 1111 call.
4. There is a safety issue with a set of concrete stairs at the front central entrance to the Science building , reported by Janie S.
ACTION: GORD will follow up