

### Attendance August 2018 – June 2019

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology		Y	Y			Y	Y				
Trent Hammer	Chemistry	Y	Y	Y	Y		Y	A				
Colin Taylor	Physics	A	Y	Y	Y		Y	Y				
Timothy Crowe	Micro	A	Y	Y	A		Y	Y				
Sonia Walczak	AHT	A	P	A	A		A	Y				
Wendy McKenzie	Nursing	Y	Y	A	A		A	A				
Jamie Ushko	Biology	Y	Y	Y	Y		Y	Y				
Janine Rostron	Respiratory Therapy	Y	Y	Y	A		Y	A				
Dayton Shaw	Chemistry	Y	Y	Y	Y		Y	A				
Mridula Sharma	Computing			A	A		A	A				
Christine Miller	UPrep	Y	Y	Y	Y		Y	Y				
Marten Lettinga	Chemistry	A	A	Y	A		A	Y				
Jacque Sorensen	NRS		P	A	Y		A	A				
Nancy Van Wagoner	Geology		Y	A	A		Y	Y				
TBD	Math				A		A	A				
<b>Resource members</b>												
Stacey Jyrkkanen	AD, OSEM	Y	Y	A	Y		Y	Y				

1	<b>Meeting Called to order at 1033:</b> <b>Motion</b> to adopt agenda by Stacey Jyrkkanen, seconded by Jamie Ushko
2	<b>Review of Minutes from January 30, 2019</b>
	<b>Review Minutes from January 30, 2019:</b> <b>Motion</b> to adopt <b>January 30, 2019</b> minutes by Colin Taylor, seconded by Christine Miller
3	<b>Old Business (from January 30, 2019)</b>
	Old Business (taken from January 30 minutes)  a) <b>New Chemical Storage, Labelling and Inventory System:</b>  <b>Biology-</b> Timothy, Jamie and the Microbiology work study student made 500 labels over reading break. It is a work in progress.  <b>Action: Stacey will get Jamie, Dayton and Timothy access to a folder to keep the Chemical Inventory documents.</b>  b) <b>Sign-offs-</b> Safety & Skills Checklist has been edited and finished. Will start using sheets during summer semester. Supervisor and students will sign off then scan and email to <a href="mailto:OSEM@tru.ca">OSEM@tru.ca</a>

	<p>c) <b>Office Security-</b> Changing locks to photocopier room door is too expensive, would need to be presented to faculty council. Issue of ventilation means door needs to be open. <b>Action: Colin will speak to facilities again</b></p> <p>d) <b>Handicap Parking/Loading Zones-</b> Approval for parking lot changes has been made but logistics are still being sorted out. <b>Action: Jamie will follow up with Warren.</b></p> <p>e) <b>Emergency Marshals-</b> Nancy Van Wagoner has volunteered, but still needing 2 more marshals to sign up, (one from RESP) <b>Action: Stacey will do training in May or June</b></p> <p>f) <b>Scent Reduced Awareness-</b> <i>Janine away, tabled until next meeting</i></p> <p>g) <b>Website Updates-</b> <i>Trent away, tabled until next meeting</i></p> <p>h) <b>Window Coverings-</b> Most departments are wanting all window coverings removed from Science Bldg. <b>Action: Jamie will email Jacque and Peggy to double check with NRS, Timothy will ask Goldie about sending out an email to all Faculty of Science members</b></p> <p>i) <b>Hand Sanitizer stations-</b> Stacey talked to Warren and sanitizers were only in place for H1N1 threats but all over campus wants them replaced. TRU website: <a href="https://www.tru.ca/_shared/assets/Cleaning_Frequencies_and_Standards17902.pdf">https://www.tru.ca/_shared/assets/Cleaning_Frequencies_and_Standards17902.pdf</a> to open facilities cleaning schedule <b>Action: Jamie will bring to JOSH committee to request ethanol based sanitizer stations are installed. Trent provided an update (post meeting) and we need to give Warren a list of locations for hand sanitizer stations.</b></p> <p>j) <b>Hazardous Chemical Waste Manual-</b> Stacey bought TDG book to help with classifications. <b>Action: Stacey will send out link to website so departments can order a manual each. She will also look for extra TDG regulation manuals here</b></p>
	<p><b>New Business</b></p>
	<p>a) <b>Need for AED in RESP clinical area-</b> Respiratory would like a dedicated machine due to at-risk public climbing the stairs to the clinic. Funding must come from Resp budget with Dean and Chair's approval. Machines cost \$2500, batteries are \$250 lasting 5 yrs and pads are \$50 each. If purchased, Inspection will add on to their schedule for checks. <b>Action: Tara gave info to Resp, Jamie will organize ordering if approved. Stacey has link to company other ones were purchased from.</b></p> <p>b) <b>Status of assembly areas (muster stations)-</b> Confusion re: where to go from Science Bldg in emergency, not much signage. Additional signs could be created. <b>Action: Colin will let Marshalls know how to guide people and where to check after emergency is over. Mark Paetkau wants to train Family Night of Science student guides emergency training</b></p> <p>c) <b>Incidents-</b> NO INCIDENTS!</p>

	d) <b>Ceiling tiles:</b> Tiles in Physics lab/ other rooms are out of place. <b>Action: Everyone must notify Facilities by Friday March 8 so they can be put back properly as it's a huge risk for fire.</b>
	Next Meeting March 27th at 10:30 am in S270
5	<b>Adjournment</b>
	Meeting adjourned at 11:08 am