

1. Adoption of Agenda

APPROVED AND ADOPTED by all members present

2. Review of Minutes from September 28th, 2017 Meeting

APPROVED by all members present

3. Old Business

(a) Traffic and Parking

Christine Miller phoned the City of Kamloops and her request was completed the same day regarding misaligned the light at Dalhousie and McGill.

ACTION: Members are encouraged to warn students to pay attention to where they are walking while the University is under construction and to put away cell phones. There was some heavy equipment use on the property and a flag person was on duty to monitor and control foot traffic for a brief period.

(b) New Chemical Storage, Labelling and Inventory System

A new inventory system for hazardous materials must be chosen within the next 60 days (Peter). This system may be used in every department in science. Much conversation ensued regarding the labelling and inventory. The JOSHC and the university are on board with this project and it will be in place soon. It was determined the MSDS system is not an effective system for the Chemistry department. It was also determined that other departments and areas also store chemicals: Research, Physics, Biology and NRS. The funding opportunity for the original request is running out of time so it was suggested that the ordering and purchase of shelving (build from existing shelving) be done immediately. Color-coding the shelving would be the next step though the storage is more important than the labelling. Labelling is not as critical and is due to be completed by December 2018 (with the new WHMIS labelling). It was highly suggested a new CUPE position be created for labelling and monitoring the chemicals. It was acknowledged that this position would be up to the Dean but the Committee would stress the importance of this hire.

ACTION: There is a meeting regarding new inventory system on Friday October 27 at 9:00, Peter Fairman will be in attendance and will inform the committee at the next meeting of the outcome.

(c) Archibus System for contacting facilities

A new system for creating work orders for facilities is in place. Response may not be as quick through this new method if it is an emergency. It was suggested in the case of an emergency, to put the work order in then contact Security and/or the SEM office.

(d) Tour of the new Chemical Storage Facility

Members toured the new facility at the end of the meeting.

(e) Microbiology Lab – Biohazardous Waste

Tim followed-up with the custodial services, and would like to wait until completion. Labs must be empty and work is planned for December.

(f) Field Trip Planning Protocol Review

Wording has been updated on the website. ACTION: Bunny to remove Susan Purdy as Josh representative and add Ricky Wood as new representative.

(g) Sign-offs (All)

Chair, Colin Taylor provided a sample of a sign off. It was agreed that this would be a good starting point. Sign-offs protect the employer and the worker. These must work for individual departments. Members are encourage to take a look in their areas. Stacey J. will be attending LRAC and discussing Sign-offs. ACTION: Members are to look around their department to determine where the sign offs may be necessary.

(h) Campus IDs – Contractors on Campus

ACTION: Chair Colin Taylor will contact Facilities Director Warren Asuchak for picture ID for the purpose of recognition.

4. New Business

a) Incidents

2 incidents reported that were both off campus. 1 needle stick and 1 fainting – one was onsite at Williams lake and the second incident location was not available. NRS representative reported a near miss. A deer was hit on a TRU field trip by Barriere – no humans were injured. ACTION: Peter Fairman to share the steps of Incident Reporting at next meeting. The current Director of Risk Management, Jacquetta Goy is leaving and there may be a delay to these changes until a new person is found.

b) Optional Field Trip Discussion

Faculty that are hosting field trips must show due diligence; each trip should be planned and as safe as possible. Route planning was felt to be a very important aspect of the field trip as it is most likely that accidents could happen enroute in a vehicle and this procedure should be added to the planning. ACTION: Colin Taylor to pass this information on to faculty member that contacted him regarding a field trip to New Gold – a level 1 trip in town.

c) Safety concerns in hallways of Science Building

The third floor renovations will be completed soon and the materials removed from the hallway. A concern was raised regarding the mess in hallways on third floor of the Ken Lepin building. Some materials will go back in the labs: bench tops, sinks, etc. ACTION: Tim to talk to facilities about disposing of some items that will not be needed – this will clear some areas of the halls.

d) Other

Office ergonomics was touched upon as a request by a faculty member in chemistry was made and an independent ergonomic assessment by WorkSafe BC was completed. Improvements seem simple, but can be in depth. Everyone is recommended to get up and stretch your legs every hour (proactive). There are computer programs in place that remind you to get up and move.

Meeting adjourned at 10:15 a.m.

The SHSC had a tour of the new chemical storage facility 10:15-10:25 a.m.

Next Meeting: November 30, 2017, Thursday, S270, 9:30-10:20 a.m.