

Attendance August 2019 – June 2020

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug Sep 5	Sep 25	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	A	Y								
Trent Hammer	Chemistry	Y	Y	Y								
Colin Taylor	Physics	Y	Y	Y								
Timothy Crowe	Micro	Y	Y	Y								
Sonia Walczak	AHT	A	A	A								
Wendy McKenzie	Nursing	Y	Y	Y								
Jamie Ushko	Biology	Y	Y	Y								
Janine Rostron	Respiratory Therapy	Y	Y	Y								
Christine Miller	UPrep	Y	Y	A								
Marten Lettinga	Chemistry	Y	A	A								
Jacque Sorensen	NRS	Y	A	A								
Sheri Watson	NRS	A	A	P								
Nancy Van Wagoner	Geology	Y	A	A								
TBD	Student Rep											
Resource members												
Sarah Martin	AD, OSEM	Y	A	Y								
Tara Langley	Recorder	Y	Y	Y								

1	Meeting called to order at 10:34
2	Motion to adopt agenda by Janine Rostron, seconded by Wendy McKenzie
3	Review of Minutes from September 25, 2019
4	Minutes were sent out with meeting invite but many missed them. ACTION: Timothy will send with agenda next time Motion to adopt September 25, 2019 minutes by Trent Hammer, seconded by Jamie Ushko
5	Old Business from September 25, 2019
	<p>a) New chemical storage, labelling and inventory system: Biology- Need proper storage: Tim has talked to Jamie and Jill re: moving more reactive chemicals into storage facility. Need to verify space and shelf requirements: Biol will have to buy shelving or can use shelf in middle dangerous chemical storage room beside research chemicals. Sarah says lots are sitting on carts and shelves in labs and we need to move higher risk chemicals to storage and throw out old chemicals not being used. This past summer Timothy and Jamie already purged, probably can't remove much else. ACTION: Sarah and Tim will create list of really reactive chemicals and if they are not being used, move to storage or get rid of. Timothy and Jill will move chemicals from micro lab into storage.</p> <p>Jamie wondering if while new inventory system is being created, everyone could use free computers in 362, 365 for data bases on a shared excel spread sheet. Issue is that it's not possible to date/label current spreadsheets, so how will you know if you are using the latest version? Sharepoint isn't secure enough, we need to be able to</p>

track changes with different levels of access. The database program needs to allocate degrees of access and be able to track changes made, waste tracking, live inventory, labelling, coding. Higher cost for controlling inventory, chain of custody for the chemicals- \$1600/user US. (\$18000 CN) minus \$5000 MSDS currently being used. Sarah had one demo, waiting for a few more American options to be presented and to get more information. Canadian universities use one of the options. No control over inventory right now. Users can give authority to another person who can use them free under their own access ie. Super-user vs. viewer user. Chemistry, biology, prep areas, horticulture, trades, animal health, fine arts, Williams Lake will need computers for viewer users. With Sarah as a super-user she could run audits, reports, approval flows. A second super-user would be for ordering: program sets up chain: already approved by dep't, safety, chair approval then to purchasing automatically **ACTION: Sarah has added this program need to the budget for presenting to Steve on Friday then she will sit down with stakeholders before purchasing program**

b) **Office security:** Jamie reported some thefts of gardening tools she left outside while going to get more from inside. Was taken by homeless woman from around student housing. She also had some meter sticks stolen by students but found them later in a lab. **Action: Trent will send request to add this issue to Faculty Council meeting and also submit Archibus requesting ventilation in the photocopy room be looked at.**

c) **Emergency Marshals:** Stacey was going to post list of marshals in bulletin. **Action: Trent will email Stacey re: how many more marshals are needed for Science.**

d) **Scent reduced awareness:** Janine met with Chelsea from Health and Wellness. The link that didn't work has been taken down. Janine will keep the group updated on any progress, but can remove item from agenda.

e) **Hand sanitizer stations:** Janine sent Archibus Sept 23/19 for questions regarding installation of stations but didn't hear back from Facilities. **ACTION: Sarah will follow up with Warren regarding instillation asap before flu season fully hits!**

f) **Hazardous Chemical Use Manual (guidelines/criteria):** Table to next meeting

g) **Requests from Respiratory Therapy:**

i. **Concern for the potential for repeat chemical spill in faculty hallway-Sarah:** Procedure for chemical spills is on intranet but not live. Type of clean-up is dependent on what chemical was spilled. OneTRU: OSAM: Health and Safety site will have procedures for chemical/biological spills. Links will be on TRU homepage, don't know when it will be live for spills going forward, need to look into WHY the spill happened and how to prevent it from happening again. Fumes can't be managed well, maybe fans, open doors, or increase ventilation. Science building really has no

	<p>options of where to ventilate it. Janine: What is the people management aspect? (procedure for evacuation etc). ACTION: Sarah will find procedure and spill protocols and email Timothy to send out to everyone.</p> <p>i) Mold at north entrance near Science office: Tim emailed Sarah re: follow-up. Still hasn't heard back from Facilities or Janitors. Mat has been removed. Action: Timothy will email Facilities and Janitors again to see who is replacing carpet strips and when.</p> <p>j) CL2 Containment Breach: Sarah met with some of the Biology department, discussed space requirements. Sarah was unaware that fob had been installed on CL2 lab door however this automatically locks when the door closes so anyone arriving during teaching time is very disruptive but can't prop door open. Looking into cost of re-programming door. Other door will stay as is. We are allowed to move CL-2 cultures within the building but need better markings and ensure proper authority when items are moved. There is a process for decontaminating, removing and repairing equipment from CL2 lab but currently this procedure isn't being followed. ACTION: Sarah will be reintegrating this procedure.</p> <p>k) Microbiology Lab: Biosafety Cabinets-Update Timothy: 3 cabinets in CL2 area were serviced and passed early October. 1 in CL1 area wasn't serviced because the label said the filter was expired, when it actually had been replaced but stickers not updated, but we were still charged for this service. BSC's fume hoods require annual servicing however Jon's was not certified last year. Fire extinguishers are checked monthly and served annually by third party. ACTION: Sarah will check with Gordon on who is doing monthly checks. Staff should be removing extinguishers and tipping them gently upside down a few times to mix settled powder while checking for any defects.</p> <p>l) Elevator maintenance in Science Bldg: Jamie emailed facilities, Kone is the company that does regular servicing. They said if stickers aren't on inside of elevator with service dates, check electrical room. Remove from agenda.</p> <p>m) Handicapped parking spaces: Lucille has been checking number of handicapped stalls being used when she is here. Action: Lucille will continue to monitor these spaces. Remove from agenda.</p>
6	New Business
	<p>a) Committee seats: TOR says we should have student rep but there hasn't been one. TRU is updating committee member lists on website, should we remove student rep requirement? ACTION: Timothy will send out TOR for everyone to review. Committee will vote on removing student rep from TOR or not at next meeting.</p> <p>b) AED for RESP: There is a new AED installed in alarm box and mounted on the inside wall of S301 with both adult and pediatric pads. There is signage in the</p>

	<p>hallway above as well. ACTION: Janine will email Sarah with location for registration of device with OSEM. Sarah will add it to monthly check list. RESP needs to provide batteries and pads for it from their budget.</p> <p>c) Student lab attire-Trent: Students and TA's are not dressing appropriately in Chemistry labs, what are they doing in Biology and Micro? Scrubs are available for 1\$ rent. There is greater risk for student safety if heels and tight clothing is worn, and when students are arriving late and missing the safety instruction. ACTION: Trent will send chemistry guidelines to Lucille to send out to Biology</p> <p>d) WHMIS: No students/faculty for Chem or Biol taking WHMIS course. Resp and Nursing are ok. Needs to be done. Gordon will give info out. Tim tried to repeat WHMIS moodle course. <i>1st and 2nd year Chem have to do it 100%.</i></p> <p>e) Incidents-Sarah: One report staff in culinary backed into stove, bruised. 8 student reports of which 6 first aid in Culinary and 2 in Trades.</p>
	Next meeting Wednesday November 27th 2019 at 1030
7	Adjournment
	Meeting adjourned at 11:29 AM