

**Faculty of Science and School of Nursing  
Health & Safety Committee  
December 16, 2013 MINUTES 1230-1320 s301**

**Attendance Aug-Dec 2013**

<b>Meeting dates and times →</b>			<b>8.27</b>	<b>9.23</b>	<b>10.7</b>	<b>11.18</b>	<b>12. 16</b>	<b>2013-2014 Members</b>
Chan	Janine	Resp/ Chair	☐	☐	☐	☐	☐	
Ford	Laura	Nursing	■	■	P	P	■	
Hammer	Trent	Chemistry			☐	☐	☐	New member
Jyrkkanen	Stacey	OH&S	☐	■	■	☐	☐	
Karpluk	Janice	Admin						No need to attend
MacKay	Andrew	Grad Studies Bldg	■	■	■	■	■	
Maurits	Gordon	OHS	☐	☐	☐	☐	☐	
Noyes	Heather	Resp	■	■	■	■	■	
Prescott	Walter	ARET/OM	■	■	■	☐	P	
Purdy	Susan	Bio	☐	■	☐	☐	☐	
Reed	Norm	Chem	■	■	☐	☐	☐	
Robinson	Lesley	Math	■	☐	■	■	■	
Schumacher	Janie	U Prep	☐	■	☐	☐	☐	
Sorensen	Jacque	NRS	☐	■	☐	■	☐	
Taylor	Colin	Physics	☐	■	☐	☐	☐	
Urban	Joanna	Micro			☐	☐	☐	New member
Van Wagoner	Nancy	Geology	■	■	☐	■	■	
Walczak	Sonia	AHT	☐	■	P	P	P	
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.

**NOTE:** Grad Studies Building Safety Issues: Jacque volunteered to be the “go to” person for grad studies concerns – to replace Andrew Mackay as committee member.

**A. Adoption of Agenda**

**B. Adoption of past Minutes (Nov 2013)**

**C. Business arising from past minutes:**

- 1) **Chemical Storage Bunker Proposal:** Stacey, Norm, Trent
  - Stacey is meeting with Lincoln tomorrow, trying to nail down the process and who is paying for what
- 2) **Evening entry doors locked/ Any changes?:** Nancy
  - Nancy wasn't at this meeting, but the issue she raised was clarified to the group: the building doors were being locked ( bolted shut) at 9 pm with people still in the building taking night classes. Safety issue is the ability to leave the building. So we need to alert Security to the evening class schedule and not to lock the doors until classes are over.
  - **ACTION:** Nancy said she would email facilities on this. What was the follow-up?
  - Discussed icy conditions and how Linda slipped – need a walkway with railing
- 3) **S231A Smells update:** Nancy not present to report on this issue
- 4) **Chemical protocol document:** Norm
  - He gave the list to his department and he will follow up in the New Year with the finalized document.

- **ACTION:** Once finalized, Norm will send a copy to Donna  
Norm/Trent will be keeping track of what is in stock and the testing strips have been ordered

#### 5) **Fume Hood Update**

- **S271 Fume Hood** is on continuously, but will not run during an outage ( as per Lincoln's email to Janine, 12/13/13). It will restart automatically once the power is restored to it now ( previously did not have this capability). Norm reported that the s271 Fume Hood power indicator light and switch are operational now and will light when the power returns to the hood after an outage.
- **S267 Fume Hood** is hooked to emergency power back up during an outage and will, therefore, run continuously when we have a power outage. ( as per Lincoln's email to Janine, 12/13/13).
- **Museum Fumehood (off of classroom s372) :** was in-op as reported by Jacque but now working.
- Jacque checked before our last meeting and it is working fine now (she did send in a proxy)
- Also, it came up that Jacque will be the "go to" person for grad studies concerns – to replace Andrew Mackay
- Any other fume hoods needing to be put onto ER Power ( running continuously) OR wired to have the ability to restart automatically after a power outage need to be identified. Please report these to our committee. **ACTION: ALL MEMBERS w/ Fumehoods**

#### 6) **Worksafe Regulations for Harassment:** Stacey (deferred from last meeting)

- There are new policies and new procedures for organizations for preventing harassment and addressing violence in the workplace. There are protocols/procedures for investigations. Our harassment officer, Hugh MacInnes, has looked over the documents with lawyers and we do meet the requirements. There will be training, John Sparks and Lorrie Arnot's area (TRU general counsel) will be organizing this in the New Year (2 hour sessions)– what TRU's program is and how to use it.
- **ACTION:** Stacey - we are working on updating the OH& S website so that we are linked to the documents. I will send Donna anything pertinent to this activity to send out to the committee

#### D. **New Business**

##### 1) **Date/time for winter 2014 meetings**

- We will send out a doodle poll the first week of January

##### 2) **Stacey - Test of TRU Alert**

- There is a test of our TRU Alert system tomorrow between 11 – 12 for the whole campus, anyone who signed up will get notifications
- We are working with the Registrar's office hoping to have this in place for September 2014 that it is mandatory for everyone to be registered for TRU Alert ( eg. students won't be able to pay or move forward in the registration process until they register for TRU Alert)

#### E. **Reports**

- **Incidents**
- **Health and Safety**