

**Faculty of Science and School of Nursing
Health & Safety Committee
MINUTES - October 28, 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	■	P					
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	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.

NOTE: Jacquetta Goy, TRU Risk Manager, will be in attendance at our meeting.

A. Adoption of Agenda

B. Adoption of past Minutes (Sept 2014)

C. Business arising from past minutes:

1) Chemical Storage Bunker: Interim Bulk Chemical Delivery Protocol (Trent)

- (Trent) I have a draft and I will sit down with Gord. So it's in progress.
- Group Discussion occurred about chemicals that are used on campus in all science departments and is there a master list that exists and is there a need for a master list? Areas in question are individual researchers, greenhouse? Trent has the master list from Chemistry department and submits to Gordon.
- Is there a need for a list from other individuals/area? Jacque mentioned need to know about the Greenhouse.
- Gord/Trent discussed the current process of receiving chemicals at the Warehouse: Stores send info to Gordon when chemicals arrive. So Gordon has this "master list". Gordon relies on researchers to send him a list every year to update amounts and location of chemicals.

ACTION: Gordon/Donna to draft letter to all Science researchers to send him their chemical inventory updated lists annually.

ACTION: Trent to report on Interim Bulk Chemical Delivery protocol when complete

- Martin moved from Wms Lake campus to Kamloops campus (Chemistry department) and mentioned there are chemicals left there that should either be moved to the Kamloops Campus to be used here or disposed of. Gordon stated he won't be able to go to Wms Lake Campus to assess this anytime soon.

ACTION: Marten to send incomplete list to Gordon.

- Janine raise the issue of emergencies on campus and knowing what chemicals are stored where for emergency responders knowledge. Trent stated the issue of hazardous chemical signage outside of all lab/storage areas in Science Bldg that was done a few years ago.

ACTION: Trent to send these signs to Martin for his use.

ACTION: Chemistry, Biology and NRS to check that their WHMIS signage is visible in all appropriate areas.

2) S269: Electrical unfinished and wooden cabinet job completion update: Gord

- Discussion from Chemistry (Trent) occurred about insufficient Ground Fault Outlets near the new cabinets that have sinks in the Chemistry Labs. Gord was under the impression this work was completed.

ACTION: Gordon will check with Dave Trevitt

3) NMR visual alarm installation currently incomplete

ACTION: Awaiting Tom (Facilities) to report when job finished.

4) ARET 3D Printer Rooms: ventilation needed

- **HOL 444 Lesley Davidson 3D printer:** will be used only in the ventilated “ printer room” in HOL. **Issue Resolved.**
- **ARET 3D printer (Minday Marshall, ARET Chair):** Lincoln (facilities) has been monitoring this area and noted levels were not a concern. Gordon mentioned that what is being monitored may not be monitoring the specific levels we should be tracking. Gord is working on Safe Work Procedures for these printers that use PLA plastics and he will talk w/ Lincoln about what is being monitored and the appropriate ventilation levels needed.

ACTION: Gordon to follow up with Lincoln on safe monitoring levels

ACTION: Awaiting Tom (Facilities) to report on findings

5) Ventilation in Science Bldg

ACTION: Janine awaiting response to email below sent to James Gudjonson (ESC) and also send same email to Tom O'Byrne as he oversees adjustments to ventilation on campus.

10.23.14 : “Could you bring me up to speed on any changes to ventilation levels in the Science Building that might impact chemical storage cabinets, fume hoods, lab and research areas in the Chemistry and Biology department areas? As these are sensitive areas that are required to be maintained at specific levels of ventilation 24x7, our committee would like clarification from you that the building ventilation in these areas have not been changed.

As Chair of the Science Health and Safety Committee, we are constantly trying to ensure that chemicals are stored appropriately in areas where there is sufficient ventilation to remove fumes from the building, 24x7. These areas cannot be included in the regular shut down that occurs in the evening of building ventilation.

I have a committee meeting next week and it would be great to share your update with the committee on building ventilation in the Chemistry/Biology lab and lab prep

areas AND research lab areas as it relates to energy conservation on our campus.”

6) 3D Printer safe work procedure binders for ARET, Lesley Robinson: Gord

- This is linked back to item #4 and the requirement (as per Gordon’s research on this equipment) that requires “local ventilation and overhead extraction”while the printer is in operation. ARET’s printer needs appropriate ventilation or should be moved where there is appropriate ventilation.

ACTION: Gordon to check with facilities re: a room that has a direct ventilation to the outside

7) Field trip forms feedback from NRS/Bio and subcommittee formation: Jacque

- **Jacque reports** that overnight/international trips occur in these Science areas; field trips can occur up to 3x/week. Most of our faculty are doing the pre-trip report, waivers and consent forms, but the frequency of paperwork needed becomes onerous and some faculty may choose not to do it or do what they think is needed minimally. Questions raised amongst field trip faculty members about where this paperwork should be stored (currently in the main Science office locked up); should it go on the field trip in case the ER info on a student is needed; should we have an online system that can be accessed (issues w/ secure site; privacy/confidentiality of medical information; handling of this secure/confidential information).
- **Janine:** Maybe it is time to re-form a Field Trip sub-committee to look at this again with new eyes: Susan Purdy, Jacqueline and ask others who are working with the current Field Trip Package paperwork. (Christine Petersen, Steve Joly?)
- **Jacquetta** was asked her opinion/suggestions on this and what our minimum is in terms of due diligence. She mentioned that this topic is getting a lot of attention right now across campus and it is a good time to look at it and review. She offered to call a meeting which would include all groups at TRU coming together to discuss the topic and she would take the lead on this. She also said if Science wishes to proceed now and attend the broader TRU Wide meetings when they occur, that would be fine as well.
- **Question from the group raised:** minors (eg 17 y.o.) and how to deal with parental signature being needed for field trip if international student?

ACTION:Jacquetta to set up meetings that include all field trip groups at TRU (please include Donna Dallas Martin, the recorder of the minutes)

ACTION:Donna to send an email out for interest within Science to re-address our own Field Trip issues currently. The Science Field Trip group will join Jacquetta’s campus wide Field Trip meetings once they are scheduled.

ACTION: Minors and obtaining consent? Not sure who can address this?

8) DSA (designated smoking areas) update: Janine

- Discussion occurred about current activities around DSA launch (information gathering on campus by RT Students collect data on awareness of policy, DSA locations, use and personal comments) to help with subcommittee work on optimizing DSA locations at end of academic year; reconstitution of smoking subcommittee in April to discuss DSA locations and issues; resources available for campus community in cessation /reduction strategies of tobacco use). With little to no time to provide education prior to the DSA policy implementation, this year is seen as a year of developing awareness on campus
- Nancy Van Wagoner presented her letters (attached to minutes) addressed to Stacey (OH & S Mgr) and Colin Taylor (Chair, Physical Science) re: current impact of present Science DSA to her health and working environment at TRU.

ACTION: all SHSC members to take the message of available tobacco reduction/quit support to their departments and encourage people in your department to send Janine DSA comments for the committee to consider in April.

ACTION: Nancy Van Wagoner to email her letter to Donna so that it can be included in the SHSC minutes, sent to Gordon/Facilities.

- 9) **Chemical procedures:** What protocols are in place for these items that are used at TRU? (chlorine, ozone, sulphuric acid, and ammonia): Gordon/Trent
- We (Gordon/Trent) don't have chlorine/ozone and protocols are in place for sulphuric acid and ammonia. **Issue resolved.**
- 10) **Concrete stairs** front of Science needing repair: Gord
- They require repair and Facilities (Warren) is aware and a contractor has been notified.

ACTION: Gordon to follow up with Facilities

D. New Business

1. Mothball smell reported October 14th: Gord

- Source found was 1st floor storage room containing rubber hip waders (new and used). The smell is not hazardous, but just unpleasant.

2. Overheating of OM 2740, OM2712, and OM2652: Walter Prescott Proxy Report

- Room temperatures as high as 25 to 27 degrees C
- Department complaints received from the students that the rooms are making them ill.
- Facilities has been notified about this but no response has occurred.

ACTION: Tom (facilities) has made changes to HVAC system, so it should be better.

ACTION: Janine to email Mindy/Walter for follow up

3. Contractors on campus without ID: Sonia Walzack Proxy

- Issues with people appearing inside AHT facility with no ID, but are contractors. Can facilities tell their contractors to have their ID on them.
- Gord and Jacquetta agree that ID should be worn by these individuals.

ACTION: Janine will bring this issues up with facilities (and/or the department to receive an email that maintenance is happening and when)

ACTION: Susan Purdy will bring this up at the next JOHSH meeting

4. s267 Carbon Scrubber inoperative: Trent

- 2 weeks ago, was told contractor would be coming to repair the bearing. Nothing has occurred.

ACTION: Trent said he would follow up

E. Reports and Incidents: OH & S (Gord)

- I will report next time, but please fill in the 2014 Emergency Marshall form that was emailed to you.
- It is fillable and you submit but clicking on the "submit" button. Thanks for doing this.
- This should be done monthly by the Emergency Marshalls in your area/building

ACTION: Emergency Marshalls to send in completed EM form monthly to OH & S.