

**Faculty of Science and School of Nursing
Safety Committee Minutes
September 12, 2011 1030-1130
Location: Respiratory Therapy Lab s301**

Attendance August-December 2011

Meeting dates and times➔			Aug 30	Sept 12	10.	11.	12.		2011-2012 Members
Anderson	Debbie	Nursing	P	☐					
Bladon	Kevin	NRS	P	☐					
Chan	Janine	Resp/Chair	☐	☐					
Fardy	Carolynne	Micro	■	■					
Feldberg	Suzanne	Math		☐ (fall)					
Hneeda	Alan	UPrep	☐	(winter)					
Jyrkkanen	Stacey	OH&S	■	■					
Karpluk	Janice	Admin	☐	☐					
Klein	Ken	Geology	P	■					
Maurits	Gordon	OHS	■	☐					
Noyes	Heather	Resp	☐	☐					
Prescott	Walter	ARET	☐	■					
Purdy	Susan	Bio	■	☐					
Reed	Norm	Chem	☐	☐					
Robinson	Lesley	Math	☐	(winter)					
Shumacher	Janie	U Prep	☐	☐ (fall)					
Tattersfield	Carmen	Grad Student	P	P					
Walczak	Sonia	AHT	P	P					
Weremczuk	George	Physics	☐	☐					
Donna Dallas: Minutes			☐	☐					
Comments									

☐=Present P= Proxy received ■=absent

Proxy Vote: Those members not able to attend are requested to send your proxies to Donna Dallas (ddallas@tru.ca) prior to the meeting time.

Attendance policy: Missing 3 meetings consecutively without a submission of proxies constitutes loss of your seat on the Committee.

Inspection Reminders

- **Area inspections every 2 months : Sept, November, January, March, May, July**
 - Form location: www.tru.ca/hsafety/formschecklists.html
 - 2 Copies: for your records, Chair, gmaurits@tru.ca
 - **Fire Warden Emergency Equipment: monthly inspections**
 - Form sent to you with monthly minutes
 - Return form to gmaurits@tru.ca
 - **Lab inspections: daily – for high risk areas like Science building**
Log into logbook (for each dep't) doesn't have to be every lab, but if that works for you, then a sheet for every room, revisit in a couple months to see if working for you – keep it simple, we need a record for worksafe inspections
1. Adoption of Agenda with additions to New Business
 2. Adoption of past Minutes (8.30)
 3. Business arising from past minutes: Meeting topics awaiting completion

Facilities Update:

- **Sound Testing Data and Action:** Ongoing until OM renovations are complete. Sue Purdy (JOHSC Rep) to report on JOHSC actions. The testing for sound levels in OM that was raised by Walter Prescott has been completed by Gordon Maurits. The levels are well below worksafe standards. **Action:** Re-assessment is on hold after renovations are complete.
- **Christina Mohr's Office Car Exhaust Smell Update:** Ongoing for Fall 2011. She is keeping a journal to help ID source. Following is an email update from Lincoln: We will conduct CO concentration measurements in Christina's room b/c of the complaint of car exhaust smell and contrast that with CO measurements elsewhere and see if there is a significantly high CO level in her area. **Action:** Testing and evaluation within 2 months from this date.
- **OM/Science Sewer Smells & Filling Drain Traps Update:** Ongoing Sept/Oct. for any smell issues. Close if the problem no longer exists. This has happened due to dry drain traps and no one filling with water regularly. Sewer smell had been detected near the (1) Gym Entrance to building and the (2) double door entrance at the back of the building on 2nd floor. Upon discussion w/ Warren Asuchak, Facilities, the janitors are now filling traps w/ water as part of their responsibility. Science Division: if sewer smell in building continues please contact Janine. **Action:** Janine to include in report to Faculty Council, October 2011.

Field Trip Documents and the Realignment Update:

- Ongoing until we hear back from Steve Joly on TRU Legal Counsel decisions. Hadn't heard anything from TRU legal and the issue with student confidentiality (how much they have to tell us about their medical conditions), therefore upcoming fieldtrips in our Division will utilize past procedures and paperwork that exist. Suggestion from Committee member about maintaining confidentiality: put forms into sealed envelope and if something does happen then you can open it up. Also, shredding forms must be done upon completion of class to maintain confidentiality also.

Committee membership review: needed rep from Grad Studies Area

- Carmen Tattersfield is our new grad student rep. No one from grad studies has stepped up, but the grad student can be the link and give updates/relay information to Karl and vice-versa. **Action:** Janine to talk get a list of faculty using research area from Brian Heise and inform them of the safety representation for that area on campus.
- We ask all undergraduate faculty to see if an undergrad student can be found for our committee as well. Please have students email Janine with their interest: jchan@tru.ca. **Action:** All undergrad faculty Science Division.
- Ongoing topic into Winter 2012: Teaching Assistant as a rep on our committee: Janice Karpluk had expressed that there are still issues being worked out with TAs and it may be too early to have a rep on our committee. There are issues around how many hours/week they work and whether committee work (service) component will add hours to their position. TAs are currently paid for Lab Time, Prep and Marking. Currently, TAs have weekly meetings with their supervisors (Christine, Kin and George). Supervisors can report to the committee should there be any concerns that arise in the meantime. George/Norm to relay information to the TA's and revisit this next semester. TAs have their office locations in s170. **Action:** Topic to be revisited Winter Semester.

TA Safety Orientation Training for FALL 2011 and TA Manual for Science:

- As per Donna Dallas: Science never received a formal training manual. Supposedly this would be developed out of Uli's office and Stacey is working on this happening. Areas that have hired TAs (eg Chemistry) say that TAs have access to student manuals which review general safety in lab environment, are trained in WHMIS and have had someone review the Science Faculty Orientation sheet (this was sent out to all committee members)with them. Appropriate forms were emailed to Faculty to get the TA's hired and the departments had their own orientation that was performed to orientate TA to their new environment and the safety risks to be aware of. **Action:** Stacey to update when the TA Manual is completed.

Fire Evacuation Procedures for Lectures:

- Lecture vs. lab evacuation information: As part of lab orientation, students should be told how to evacuate the building in case of a fire and where to muster. Lectures: It was unsure if lecturing faculty start the year out by telling students how to evacuate the building and where to muster. In talking w/ Stacey about this, she felt that the fire marshalls ensure no one is left in the building AND they are responsible to move people away from the building in a drill or real situation. Instructors are not responsible for taking a head count when an evacuation is called during a lecture, but the students should be made aware of the closest stairwell exit. **Action:** Stacey to talk to Uli about evacuation responsibilities of lecture faculty. **Action:** Gord to send the most updated muster map as there have been some changes. (also to put on our website) Gord will see if we can get an app for the i-phone. He'll send it out if he is successful with this.

Energy Reduction in Science building and issues w/ Ventilation:

- Janice sent email to facilities to extend hours for classes before shut it down, and we need to know where these "booster" controls are for after hours. **ACTION:** Gord – we are addressing it, same problems all over campus. **ACTION:** Janine will call and get a schematic and get Donna to send out to Science building

Old Main = Active Construction Site Safety Issues/Training/Responsibilities:

- Walter brought up at the last meeting, we had asked Stacey – she thought the signage was fine, and said she would do a walk about, but haven't heard back.
- Gord - everything has been done to standard/code, windows now in.

4. New Business

- i) Received proxy report from Carmen Tattersfield:
 - Last month there were several mice trapped and killed in the Research Centre lab. We continue to leave traps out. Looks like the mice are gone for now. **Action:** Janine will report to facilities.
- ii) Research Centre Fumehood – decommissioned, existing fan didn't meet code, a reconnection is not part of project, if want to meet code to vent through roof, who is responsible?

David Graham's explanation on why the situation exists only:

Decommissioning this fume hood was part of the project as the addition blocked the side venting fan. The City Building inspector also pointed out that the existing fan did not meet Code in the first place due to the proximity of openable windows to the exhaust. A reconnection is not part of the project. Safety tape was placed across this Fume Hood to indicate it was decommissioned and I believe we removed the on-off switch so that it could not accidentally be used.

The only way to make this fume hood meet code is to vent it through the roof with a long chimney like the one on the South/BCCOL side of the building. This has been noted and left with Administration if they want this separate project to be completed, and to date we have been told not to proceed.

- iii) **Update – from Lincoln – ventilation in Chem areas S 271/273/267**

S271: Ongoing

We will ensure a negative pressure environment for this room so that whatever gas used in this room does not escape outside. One possibility being considered is putting a timer on the fumehood which will automatically on and off the fumehood during certain hours. Targeted date to complete: November.

S273: Ongoing

We will be modifying the ventilation system so that the air from this room does not mix with air going to other rooms. Whatever air comes out of the room will go back to this room only. Work targeted to be completed by Dec 31.

Action: Janine to advise Lincoln that should be fresh air, not to be re-vented back to Chem.

Chemical Storage room in S267

A Mechanical Engineering Consultant will be brought in to assess the current usage and will propose what steps need to be taken to comply with code. This is an extensive process and a report will be due probably around Jan 2012. If measures are recommended which do not need extensive expense we will act immediately. If the measures require expenses exceeding a few thousand dollars they will have to wait till the next fiscal year which FY 12/13 to be implemented.

5.Reports

- ii. Health and Safety
 - i. General Report
 - ii. Incident Report

Gordon reported: An incident in OM2712: light fixture fell right in middle of class, narrowly missed a student. An investigation to discover the cause will occur. It was known that the installer of the new energy efficient lights used clips that weren't the correct size.

Any incidents that require first aid: call 1111 for first aid attendant during work hours as we have our own first aider on campus. Make sure you report and record all incidences to OH & S as we may be able to see patterns that can't be seen yet . After 4:30 pm, the 1111 call will go to security and they'll send someone. If it's really serious, you initiate the call for "911".

The Hazard and Incident Report Form is on the OH & S website: < www.tru.ca/hsafety> It is located under "forms". Fill it out completely and then email a copy to OH& S (gmaurits@tru.ca). We like to track occurrences and analyze them for emerging patterns.

What's happening with the new logging in after hours?

Action: Gord to ask Stacey. Stacey wanted to use Science as a trial group. Gord or Stacey will address Science Faculty Council re: the roll-out date.

Next meeting – due to the Thanksgiving holiday it will be: Monday, Oct 17th