



THOMPSON RIVERS UNIVERSITY

Faculty of Science & School of Nursing Safety Committee (SHSC)
 Meeting Minutes for June 28 2017 WEDNESDAY 9:30 a.m. – 10:30 a.m., Room S270
 Attendance Aug 2016-June 2017 (X=√ = present) (A = absent) (P = proxy rcd.)

Meeting Dates		8 25	9 28	10 26	11 30	12 28	1 26	3 2.	3 30	4 27	5 24	6 28.	Notes	
Crowe, Tim	Biology					M E E T I N G C A N C E L L E D						X		
Lettinga, Marten	CHAIR Chemistry	X	X	X	X		X	X	X	X	X	X	X	
Duggan, Bunny	recorder	A	X	X	A		X	X	X	X	X	X	X	
Fairman, Peter	Bio-Safety Officer	X	X	X	X		X	X	X	X	X	X	X	
Hammer, Trent	Chemistry	X	X	X	X		X	A	X	X	A	X	X	
Haytham ElMigli	Computing			X	X		X	X	P	A	A	A	P	
Heather Noyes	Respiratory	X	X	A	A		A	A	A	A	X	X	X	
Horton, Jane	UPrep	X	X	X	A		A	P	X	X	A	X	X	
Jyrkkanen, Stacey	Safety & EM	A	A	A	X		X	A	A	A	A	A	X	
Lucille Anderson	Biology	X	X	A	X		X	X	X	X	A	A	A	
McKenzie, Wendy	Nursing	P	X	X	X		X	X	X	A	X	X	A	
Prescott, Walter	ARET	P	X	X	A		P	P	P	A	A	A	X	
Purdy, Susan	Biology	X	X	X	A		A	X	A	X	A	A	A	
Sorensen, Jacque	NRS	X	P	A	A		X	P	P	X	X	X	P	
Taylor, Colin	Physics	X	X	X	X		X	X	X	P	X	X	X	
Urban, Joanna	Micro	A	X	X	X		A	A	A	A	A	A	A	
Van Wagoner, Nancy	Geology	A	A	X	P		X	P	A	X	P	P	A	
Walczak, Sonia	AHT	X	P	X	P		X	X	P	P	A	A	P	
Knowles, Doug	UPrep	A								A	A	A	A	

1. Adoption of Agenda

APPROVED AND ADOPTED: Heather Noyes

SECOND: Jyrkkanen, Stacey

Additions/Changes to agenda: addition to Agenda 4. New Business (b) Signoffs P. Fairman

2. Review of Minutes from May 24, 2017 Meeting

ACCEPTED: Peter Fairman

SECOND: Trent Hammer

3. Old Business

(a) Microbiology Lab – Biohazardous Waste (Peter/Tim Crowe)

Current procedure is working well with Tim Crowe bringing waste materials down to garbage bin.

ACTION: Peter Fairman will be working out final details of waste disposal with L & J Diamond custodial services supervisor Zahid (sp?) and will be coordinating talks with Facilities Warren Asuchak and the custodial service provider.

(b) Door Lock Down/Privacy (Stacey)

Brief history of the door lock and window frosting was presented by Stacey. It was decided four years ago by TRU executive that for all buildings on campus; Old Main, Clock Tower and Science buildings; designated lock down door and window frosting was needed. Implementation was divided into a timeframe with the desire of completion within four years. During the recent active threat training, it was noted once more that door locks and window frosting were required and the original request was carried out, no opposition or comments to this procedure was made. Door locks and Window frosting is now finished and it is not going to revert or change. Protection and safety of students and staff in the event of an Active Threat is deemed more of an issue than inappropriate behaviour in a locked and blocked-out room. There were a few rooms where the locking door and window frosting were deemed inappropriate, and this has been looked after. The NMR room cover is going to be changed. S203 is generally kept locked (opens with the PP2 key) as it is a large lecture room. It is suggested to keep doors locked, but prop open the door, if issues (Active Threat) it can be pulled closed. There have been no reports of assaults, thefts etc. on campus. Call security if doors need to be unlocked and propped open. If there is a person that has fallen or hurt in the room that is locked and frosted – window unfrosted may not help unless the person is in view of window – they could be in an area of the room that cannot be seen from the window. Working alone rules should be in place here.

(c) Clinical Practicum/Pericare incidents (Peter/Wendy)

Out of the issues of the health and safety group - but please make sure first aid is involved with all incidents. Security to be called in events of safety in the Science Building. This item can be removed from agenda

(d) Broken glass cut incident First Aid follow-up (Peter)

Complete – to be removed from agenda

(e) Contractor orientation in Bio/Chem labs (Peter)

Orientation of contractors by facilities for the campus is not happening now. Contractors should be check in with facilities, be orientated for job/building they are working in, pick up keys and ID cards, and finally check out at the end of the day. Currently, this process is not being used. A SHSC member also mentioned he oriented electricians, and would recommend advanced orientation.

ACTION: Contractors for the Ken Lepin Building to connect with Peter Fairman for orientation. The Ken Lepin Building is one of the high-risk buildings on campus.

(f) Chair position (Marten)

Colin Taylor and Trent Hammer will share the chair duties for the SHSC for the 2017-2018 year. Heather Noyes agreed to stay on until RT lab technician has been hired and the current Chairman, Marten Lettinga has agreed to stay on the committee as did all other members in attendance.

ACTION: New Chair Colin Taylor will initiate a doodle poll to see if the absent members wish to stay on the committee for the 2017-2018 term. Next meeting will be August 31, Thursday S309 10:00.

ACTION: Colin Taylor to initiate a notice to all current members and Department Chairs, informing of the new co-chairmen, where and when the next SJSC meeting will be and if a new member for their department is required if possible?.

(g) Old chemical storage Facility – lighting/cooling issue (Peter/Stacey)

All chemicals are stored in this facility. Peter/Stacey have checked the storage unit daily to monitor heat and determined temperature does not fluctuate – steady temperature and does not get too hot with new paint and inside lighting.. There was no forewarning regarding the painting of the unit as far as Stacey J. was told and it was completed without any consultation. Upon investigation, the contractor had assumed that storage unit was part of the painting of all the buildings in that area. It is suggested that persons going into the storage unit use the back door during hot summer months. The new chemical storage facility has concrete poured now, and it is hopeful that it will be ready for use the first week in August.

4. New Business

a. Incidents (Peter F or Stacey J.)

1st incident: near miss 8:00 (am?) Wednesday, Peter Fairman received a call from a student who accidentally broke microscope in the microlab. Peter responded and no toxic/dangerous substances were on the microscope and any chance of issues were averted. Peter was pleased that he had been called; the new signage with his contact information was used by the student. Breaking of the microscope brought light on another possible issue –

ACTION: The microscopes are stored in a high traffic area and Peter recommends that the microscopes be moved to an area with less activity when the new renovations start.

Anything coming out of S367 should be decontaminated; current Instrumentation Technician should be orientated on sterilizing anything that comes out of S367. Wipe down everything, over level 2 need to use booties on shoes etc.

ACTION: Peter Fairman to orient the Instrumentation Technician on decontamination of Instruments etc. coming out of S367.

b. Sign offs – (WHAT IS A SIGN OFF? DESCRIPTION NEEDED) Peter Fairman attended a conference regarding biosafety other competencies. Sign offs was a topic discussed. Peter relayed an example of a salmonella infection that a student had contracted in a lab. It was traced back to the lab they working in. The lab in question now has procedures that prevent spread of infection through sign offs. Initiating sign offs in our departments may be a bit of work to do this, but from a legal standpoint, they provide legal protection for the University and they also prepare students for future procedures in the work force. While working in lab alone, procedures need to be signed off by the supervisor so we know they are competent. The Chemistry department may need this from a legal standpoint too.

Sign offs may be used for people working independently in the labs. Should a standard form be used? There was a suggestion by member of three signature lines to a S.O.P. form. Discussion will be needed within departments. Other schools use signoffs for research purposes too.

ACTION: Peter to look into other schools procedures for Sign Offs – who where when why

ACTION: Discussion within departments on implementing Sign offs Colin and Trent

ACTION: Shower and Eyewash station use has been increasing. Action is required to increase the regularity of testing of these stations to more often than the scheduled once per month.

Meeting adjourned at 10:05 a.m.

Next Meeting August 31, Thursday, S309, 10:00 am.

DRAFT