

**Attendance August 2018 – June 2019**

✓=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology		✓									
Trent Hammer	Chemistry	✓	✓									
Colin Taylor	Physics	A	✓									
Tim Crowe	Biology	A	✓									
Sonia Walczak	AHT	A	P									
Wendy McKenzie	Nursing	✓	✓									
Jamie Ushko	Biology	✓	✓									
Janine Rostron	Respiratory Therapy	✓	✓									
Dayton Shaw	Chemistry	✓	✓									
Mridula Sharma	Computing											
Christine Miller	UPrep	✓	✓									
Marten Lettinga	Chemistry	A	A									
Jacque Sorensen	NRS		P									
TBD	Micro											
TBD	Math											
Nancy Van Wagoner	Geology		✓									
Resource members												
Stacey Jyrkkanen	AD, OSEM	✓	✓									
Peter Fairman	Biosafety, OSEM	P	✓									

1	<p><b>Meeting Called to order – by:</b> Colin Taylor      <b>at:</b> 9:34 am</p> <p>Additions:</p> <ul style="list-style-type: none"> <li>• Seeking arrangement cards</li> <li>• laser safety</li> </ul>
<b>Review of Minutes from August 30, 2018</b>	
2	<b>Additions/deletions to the minutes – none</b>
3	<b>Old Business (from August 30, 2018)</b>
Dayton Shaw	<p><u>New Chemical Storage, Labelling &amp; Inventory System</u></p> <ul style="list-style-type: none"> <li>• Animal Health -</li> <li>• Visual Arts -</li> <li>• Horticulture? Will need to talk to Kevin or Ernest</li> <li>• Water Treatment Plant - Dayton talked to them regarding labeling</li> <li>• Discussion on responsibility of Labelling</li> <li>• Other departments should have own their own safety committees.</li> </ul>

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	<b>ACTION:</b> Dayton to continue working on this. Trent to contact Water Treatment Center rep.
Peter	<u>Sign-offs:</u> <ul style="list-style-type: none"> <li>Colin Taylor will write an example of a sign off. There should be sign offs for each department. There are sign offs for drill presses, lasers, autoclave. Suggested to have the students write some of the sign offs and use the experience in their CV.</li> </ul>
Stacey	<u>Office Security</u> <ul style="list-style-type: none"> <li>Campus wide shutdown October 6-8 – email sent re hydro outage, discussion re shutting equipment and labs down appropriately</li> <li>– Peter - huge decrease in unsecured premises 640 to 3, people are locking up</li> <li>When power out no, life-saving equip operating, Wendy will take the taking manikins home</li> <li>Microbiology preparations for labs a concern</li> <li>New lock and code for mailroom and photocopy room (Colin)</li> <li>Mailroom code not changed forever, putting a similar lock on photo copy room, is committee safety and security? 2<sup>nd</sup> floor</li> <li>Labs changing locks – waiting for training from locksmith</li> <li>information security issues, should have a lock on photo copy , number code</li> <li>Wendy – punch locks solved issues with labs</li> <li>Action: Colin will talk to Tom</li> </ul>
Stacey	<u>WHMIS Training</u> <ul style="list-style-type: none"> <li>Walter is now in TT building</li> <li>Chemistry students taking course – suggesting students do it but not sure if they are. TA's taking it, work study students should take it.</li> <li>Contact SEM for safety training</li> </ul>
Trent	<u>Smoking Near Entrances</u> <ul style="list-style-type: none"> <li>Aaron Ladd (Allied Health) will present at an upcoming meeting</li> </ul>
Trent/Stacey	<u>Fire Alarm and Other Testing</u> <ul style="list-style-type: none"> <li>Alarm - Went well everyone got out of building</li> <li>Testing still has to be done</li> </ul>
	<u>Concerns for pedestrians/cyclists/vehicles near Science Building due to construction</u> <ul style="list-style-type: none"> <li>Exiting campus, pedestrians on Dalhousie, need better long term plan</li> <li>Road in front of Science building will not be open again once nursing building is completed, but exit will.</li> <li>There are too many pedestrians to open exit during 3 year constructions</li> </ul>

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	<ul style="list-style-type: none"> <li>• Handicap spots too far away and 4 people need spots. Stacey said she received emails with concerns regarding emergency evacuation for handicap</li> <li>• Back up of traffic exiting left from lot S – perhaps a “no left turn” sign</li> <li>• Colin requested anyone to take a picture if stuck in lineups exiting TRU and he can present it to Brock Nanson- Engineer.</li> </ul>
	<p><u>Emergency Marshals</u></p> <ul style="list-style-type: none"> <li>• List of Emergency Marshals in Ken Lepin Building was sent by Stacey - 10 are listed for science</li> <li>• Is anyone interested in training? Campus Emergency Response training available</li> <li>• More training opportunities in different areas coming soon, Stacy will let everyone know.</li> </ul>
	<p><u>Scent Free Policy</u></p> <ul style="list-style-type: none"> <li>• There is no “real” policy to enforce, TRU only allowed to educate about scent free environments.</li> <li>• Stacy has Scent Free signs and information , suggest talking to students regarding the health issues,</li> <li>• Janine suggested using some of the respiratory students for information the effects of scents</li> </ul>
	<p><u>Summer Incidents with Eureka</u></p> <ul style="list-style-type: none"> <li>• Concerns of First aid issues not dealt with properly, increase oversight ,</li> <li>• Need to ensure incidents are reported and dealt with accordingly</li> <li>• There should be someone to check in periodically</li> <li>• The Leads need help... there were 3 intake of instructors,</li> <li>• Orientations were ignored, discussed sign offs and do regular check ins</li> </ul>
	<ul style="list-style-type: none"> <li>• Excess Chemicals (in WL)</li> </ul>
<b>4</b>	<b>New Business</b>
<b>Stacey/Peter/All</b>	<p><u>Incidents</u></p> <ul style="list-style-type: none"> <li>• Campfire started outside behind Science building by a street person</li> <li>• “Seeking Arrangement” cards - call security and report</li> <li>• Recent laser incident student sent to doctor (was a Class 2 Laser)</li> <li>• Peter explained the different types of lasers and the criteria used in safety ratings. Laser safety training should be provided for those using lasers. A class 2 laser user should wear protective goggles and will be more strictly regulated.</li> <li>• Peter has more information on lasers</li> </ul> <p><b>ACTION:</b> Peter will distribute info on laser safety</p>
	<p><u>Materials in building hallways (lockers)</u></p> <ul style="list-style-type: none"> <li>• Lockers and other material in hallways</li> </ul>

	<ul style="list-style-type: none"> <li>• 3 ft of space to move, 6ft in bigger halls</li> <li>• Lead blocks outside S269</li> </ul> <p><b>ACTION:</b> Trent will contact Facilities about lead blocks</p>
	<p><u>SHSC name change? Committee mandate?</u>  Mandate? Ken Lepin Building Safety committee? Who needs to be involved? Goes between science, health science, and nursing? Only Trades and Science have Safety committee: keep more inclusive for all science, nursing, math and computing  <b>ACTION:</b> <u>Committee membership is be maintained as last year</u></p>
	<b>Other New Business</b>
Stacey	<p><u>Committee Chair</u>  CO- Chairpersons: Tim Crowe and Trent Hammer</p>
5	<b>Adjournment</b>
	Meeting adjourned at 10:35 am