

**Faculty of Science and School of Nursing
Health & Safety Committee MINUTES
Monday February 13th, 2012**

Attendance January to June, 2012

Meeting dates and times➔			Jan 16	Feb 13	March 12	April 16	May	June	2011-2012 Members
Anderson	Debby	Nursing	☐	☐					
Bladon	Kevin	NRS	☐	☐					
Chan	Janine	Resp/Chair	☐	☐					
Fardy	Carolynne	Micro	☐	☐					
Jyrkkanen	Stacey	OH&S	☐	■					
Karpluk	Janice	Admin	P	P					
Klein	Ken	Geology	P	P					
Larsen	Karl	Grad Studies							
Maurits	Gordon	OHS	☐	☐					
Noyes	Heather	Resp	☐	■					
Prescott	Walter	ARET/OM	reinstated	☐					
Purdy	Susan	Bio	☐	☐					
Reed	Norm	Chem	☐	☐					
Robinson	Lesley	Math	■	■					
Schumacher	Janie	U Prep	☐	■					
Tattersfield	Carmen	Grad Student	P	■					
Walczak	Sonia	AHT	P	P					
Weremczuk	George	Physics	☐	■					
Donna Dallas: Minutes			☐	☐					
Comments									

☐=Present P= Proxy received ■=absent

A. Adoption of Agenda

B. Adoption of past Minutes (January 2012)

C. Business arising from past minutes:

1. Facilities Update:

Anti Idling

- Anti-Idling signage installed around Science
 - **ACTION:** Janine to follow-up with Malcolm on locations of signage
 - **ACTION:** Areas around campus where anti idling signage is NOT needed (as per Lincoln): to be clarified at the next meeting by Janine
- Anti-Idling on Campus: In order to get as policy, there are a lot of hoops – but if it's a procedure, we can just move forward.
 - **ACTION:** Susan Purdy will take forward to JOSH that this is what we are doing, taking initiative, we are moving forward "anti-idling" -- in appropriate parking lots, air intake spots, loading zones, and that we've identified for whole campus
- Campus locations of potential anti-idling signage.
 - **ACTION:** Janine to email Lincoln, and will talk to Warren about actually getting the signage up.
- Walter brought up the green policy that Tom Owen is working on, and why wouldn't this be incorporated with that.
 - **ACTION:** Janine to contact Tom Owen

Chemistry

- **Chemistry lab issues:** S267 Ventilation Renovation: Ongoing
Jan 2012 or 2013 date for completion **Donna Archive to April 2012**

Work Orders

- **Facilities Work orders and auto confirmation:** Ongoing
It's now on facilities website, it's currently in pdf format, but they will change it to .docx file so it will be fillable and you'll be able to email it back
- **Update 2.6.2012:** Not on webpage to date, but working on it (Warren Asuchak). Call or email work orders to facilities currently. Updates? Call the Facilities desk for an update

2. Field Trip Documents and the Realignment Update : Ongoing

- Donna Archive to April 2012

3. TA Safety Orientation Training for FALL 2011/Winter 2012 and TA Manual for Science: Ongoing

- **Update:** Donna to get documents from Stacey and forward any that we don't already have to TA Supervisors (anyone who missed orientations) and make sure links are still updated on our H & S website

This is done

4. Science Sensitive Mail Delivery: Ongoing

- **Update:** Stacey, Carolynne and Janine met with Bob Munro Feb 9th to discuss tracking of packages to sender, sensitive mail handling and delivery, continuity of service for chemical delivery. Ernie (delivery) and Yvette Gallant (call her with any problems) mentioned it would be helpful to have just one central location. For Biology everything is ending up in Carolynne's lab (S365) in the fridge and we supplied them with names of everyone in the department.
 - **ACTION:** Janice Karpluk is corresponding with our other departments, Chemistry and NRS and giving the same information to Stores for a central location and list of names.

5. Invasive species waste disposal: Ongoing

- **Update :** Kevin (NRS) awaiting response from Cybertek re: disposal of invasive species
(bring up at next meeting)

6. Janitor CLEANING in labs : Ongoing

- **Update:** Debbie and Carolynne met with Tammy (janitor supervisor) on Feb 6th, as to what/what not to touch. She came in and they showed her, orientation has to be done every time they have new janitors. For Debbie it's also where to take the needles.

Debbie mentioned that her office was unlocked. Try to remember to tell your departments that if doors left open, cleaning not up to standard, to cc: Donna (same issues going on with other faculty)

7. AHT and Hearing Impaired Signal for Active Fire Alarm

- Proxy received from Sonia Walczuk: AHT (Animal Health Technology), in room 123 (lab). We need an alert for fire alarm for the hearing impaired (strobe light)
 - **ACTION:** Gord to look into

D. New Business

1. BEAN ME UP computer lab incident

- Student passed out, it was in the evening and no one was around but the faculty member and said there was no phone hooked up in that room.
 - **ACTION:** Gord to see if phone is there and if is then need a sign – Gord to email Janine and cc: Donna what status is

E. Reports

a. Health and Safety

Gordon: From May 6th to May 11th, it's a week of awareness/activities and contests around NAOSH (North American Occupational Safety & Health). We will be putting it up on our website. BCIT has won 5 years in a row, but they've been the only ones entered. This year we are going to enter, therefore, Gordon would like ideas from safety committee "Making it work". It was brought up that students are gone at this time of year, so yes, that is unfortunate, we'll have to look at doing stuff for international students and staff. Maybe office ergonomics, allergies, for staff.

If you have any ideas please email Gordon, he will also bring it up at JOSH next month

TRU will fly the flag half-mast for the week of April 28th for the day of mourning (for all the people who have died at work)

We are re-doing our board outside of Occupational Health & Safety – we now have it in English, Hindi and Mandarin

b. Incidents

Had six incidents in January in the Science Building – five from Nursing and one from faculty of science (still haven't received the report from Les Matthews – Janie Schumacher's student)

Sue Purdy – has to do hazardous report form (student passed out in computer lab last week in the evening)

Debby – we are having issues with the side rails on beds (people's hands are getting hurt) and we tried to work with facilities to fix them, but they are so old. The only thing we can do is put zip ties or something to prevent anyone from pulling them up

Gordon is going to come to next BSN meeting to help us fill out forms (incident) properly