

**Faculty of Science**

**Science Safety and Health Committee Minutes**

**February 24, 2021 online**

**Attendance September 2020 – June 2021**

Y=Present

P=Proxy received

A=Absent

<i>Name</i>	<i>Area</i>	Oct 1	Oct 29	Nov 26	Dec 17	Jan 20	Feb 24	Mar	Apr	May	Jun	
Sonia Walczak	AHT	A	Y	Y	A	A	Y					
Tara Geiger	AHT	Y	A	A	A	A	Y					
Jamie Ushko	Biology tech, JOHSC	Y	Y	Y	Y	Y	Y					
Christine Petersen	Biology	Y	Y	Y	Y	Y	Y					
Trent Hammer	Chemistry	Y	Y	Y	Y	Y	Y					
Christina Mohr	Chemistry	Y	Y	Y	Y	Y	Y					
Nisha Puthiyedth	Computing Science	Y	Y	P	Y	P	Y					
Yan Yan	Computing Science	Y	Y	Y	Y	Y	Y					
Catharine Tatarniuk	Engineering					Y	Y					
Nancy Van Wagoner	Geology	Y	Y	Y	Y	P	Y					
Yehia Mahmoud	Math			Y	A	A	A					
Kathy Baethke	Microbiology		Y	Y	Y	Y	Y					
Joanna Urban	Microbiology	A	A	Y	Y	A	Y					
Sheri Watson	NRS	Y	Y	Y	Y	Y	Y					
Colin Taylor	Physics	Y	Y	Y	Y	Y	Y					
Janine Rostron	Respiratory Therapy	P	Y	A	Y	Y	P					
Christine Miller	UEPrep	Y	A	A	Y	Y	A					
<b>Resource members</b>												
Sarah Martin	Health Safety Manager	Y	A	A	Y	P	Y					
Timothy Crowe	OSEM	Y	Y	Y	Y	-	-	-	-	-		
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y					

1. Meeting called to order: 9:34

2. Motion to adopt agenda by: Jamie-Lee Ushko **Seconded by:** Sheri Watson. Approved.

3. Review of Minutes from Jan 20, 2021: No changes (spelling of names)

4. Motion to adopt Jan 20, 2021 minutes by: Christine Petersen **Seconded by:** Catherine Tatarniuk. Approved.

5. Old Business:

a) Science Building Inspections and role of SSHC: Adopted version from UBC has been edited for TRU.

i. Please read documents on TEAMS- **ACTION: Trent will upload the documents sent by Kathy to teams**

ii. Discussion to continue- see checklist section iv.

iii. **Jamie-Lee feedback from JOHSC-** Jamie-Lee talked to Sarah, log in codes are posted, link is easy to use. There is a Moodle course for JOHSC training, also supplementary gov't training material.

**ACTION: Everyone do one module before next meeting please.**

Link: <https://moodle.tru.ca/course/view.php?id=8156>

Enrollment code is JOHSC2018

Gov't Link: <https://eao-employersseminars.labour.gov.bc.ca/Seminars/OccupationalHealthAndSafety>

iv. **Everyone- feedback on items posted in your labs and if they are up to date-** What did people find? S371 is good per Christine Petersen, Catherine Tatarniuk hasn't checked software engineering labs but will. Joanna Urban has Cariboo College material in her labs.

- Christine: Is there a google doc checklist for people to sign off to say that the rooms have been checked? No there isn't one. Trent: There were corkboards placed in rooms by Health and Safety so all information was in a set location. **ACTION: Everyone please check to see if these boards are present and that the information on them is up to date.**

v. **Checklists- Jamie-Lee, Kathy, Colin:** They went through UBC docs, crossed out items not applicable to TRU. They have done the first section of general interior/exterior inspection. 2<sup>nd</sup> part is more applicable to specific labs. The consensus is that lab techs do this for their jobs, but they would like another person to do this as well. Joanna Urban volunteered, as she is in labs frequently.

- As a committee the list will be divided up and everyone take turns, most is already part of our jobs anyway, but this is more of a double check so that nothing is missed. **ACTION: After these documents are posted, everyone please review for feedback.**
- Trent: Sarah are you ok with the way we are doing this? Yes, it is very helpful.
- Emergency marshal program will be on hold for now but Nursing has no marshals at all so Sarah is working through the process in the meantime.
- Trent: We will keep working on inspection checklists and perhaps this can be used in other buildings as well. Sarah is hoping to use what we create to branch out to other buildings, such as Nursing. We are basically formalizing in writing what was already being done behind the scenes.

b) **Onboarding Training-** See above homework training modules for everyone to do.

c) **Geology break-in:**

i. **Trent talked to Nancy to suggest removing items until there is more foot traffic in the building. Discussed a possible alarm for the cabinets. For now will leave it to Nancy's discretion.**

- Nancy: When she contacted safety and security she was told our building is "open". Hours are still the same as when everyone was on campus. She can box up samples but not every single item.
- Can we use keys or restrict access time?
- Sarah: The hours our building is open were set around when ppl are here. RESP students are on campus after hours, every evening and weekends. If you have really valuable items in outer displays, be very particular what you are leaving in the hallway while there are fewer on campus. It is not ideal this way but it's very hard to control who enters the building at all times.
- Trent: Is there an option to alarm cabinets? Christina Mohr: Wireless alarms or sensor alarms?

[https://www.amazon.ca/Personal-Security-Window-Wireless-Burglar/dp/B0727QX9SC/ref=asc\\_df\\_B0727QX9SC/?tag=googleshopc0c-20&linkCode=df0&hvadid=293005309651&hvpos=&hvnetw=g&hvrand=10785707810542063775&h](https://www.amazon.ca/Personal-Security-Window-Wireless-Burglar/dp/B0727QX9SC/ref=asc_df_B0727QX9SC/?tag=googleshopc0c-20&linkCode=df0&hvadid=293005309651&hvpos=&hvnetw=g&hvrand=10785707810542063775&h)

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- Joanna Urban would like to see smart alarms that connect to your cell phone. **ACTION: She will look into smart alarm options.**
- Nancy: Smart alarms are a good idea, we have millions of dollars of equipment in our building, no money to replace it. Every time this happens, the university says insurance is too high, we lose the sample or equipment.
- Sarah: Noise maker alarm is a big deterrent, but Joanna's idea of a smart alert is really good.
- Nancy: If a smart alarm is connected to a cellphone, maybe it should be connected to security's phone, rather than faculty?
- Joanna: It is useful to collect the information as it is happening, even if you aren't on campus.
- Trent: Our responsibility as a committee is to have an institutional approach, we are Safety and Health, not Security, so we have to be careful where our boundaries are. Any security issues can be sent to Matt Rappalie or security, and any emergency issues can be discussed with Steve Pottle and Sarah Martin or OSEM.
- The larger system needs to be integrated, but if our own building has our own smaller alerts, that is our choice. There is large IT risk of others breaking into your camera and watching what is recorded, therefore cameras are not encouraged.
- Sarah: A noise alarm is low risk vs camera security, also way less expensive. Nursing bought some cameras at Home Depot but they were an issue.
- **ACTION: Trent will help Nancy move valuables and will talk to Nancy later regarding this.**

## 6. New Business:

**a) Chemical Inventory System- Christina: What's the latest with this?** Sarah is still working on this, was told there is funding available, the idea is still supported but has been asked to look for other options. Archibus module might work but was told this might be phased out by TRU. Another group wants to pitch a program idea but if this doesn't work, she wants to go with the original plan.

- Christina Mohr attended a meeting with Trent when Archibus started found the module offered at that time was not what was required.
- The Archibus program Sarah is referring to is a new edition for the specific tracking, classifying and locating of chemicals in the building. It can print reports, you can assign waste, has bar codes, but right now tech support with Archibus is having many issues. TRU Facilities department is looking at other options.
- Christina Mohr: Should we look at iCloud options to avoid potential systems issues that campus currently uses? Sarah wants University of Ottawa's Hechmet shared cloud database program. We would just subscribe to it. They do all the tech, the server is in Canada and over 20 universities are using it now. <https://ehs.utoronto.ca/wp-content/uploads/2018/11/Chemical-Inventory.pdf>
- Trent: Tech support on campus may be hard to obtain for a while. Dave Pouw is retiring and the Chemistry tech position will need to be rehired in August or September.

## b) Additions: None

**c) Incidents:** One student scraped knuckles in class-minor abrasions. No injuries elsewhere. Suspicious activity much higher incidence, security is on it as much as possible.

- Sarah: Nancy, who is the RSO (Radiation Safety Officer) for Physics? Dan Bissonnette.

**7. Next meeting:** March 17<sup>th</sup>, 2021 9:30 AM via MS Teams

**8. Adjourned-** 10:10

*Minutes recorded by Tara Langley, reviewed by Trent Hammer.*