

**Faculty of Science and School of Nursing
Health & Safety Committee
December 12, 2011 - MINUTES**

Attendance August-December 2011

Meeting dates and times→			Aug 30	Sept 12	Oct 17	Nov 21	Dec 12		2011-2012 Members
Anderson	Debbie	Nursing	P	☐	☐	☐	☐		
Bladon	Kevin	NRS	P	☐	P	☐	☐		
Chan	Janine	Resp/Chair	☐	☐	☐	☐	☐		
Fardy	Carolynne	Micro	■	■	☐	☐	E *		
Feldberg	Suzanne	Math		☐ (fall)	☐	☐	■		
Hneeda	Alan	UPrep	☐	(winter)					
Jyrkkanen	Stacey	OH&S	■	■	■	■	■		
Karpluk	Janice	Admin	☐	☐	☐	☐	☐		
Klein	Ken	Geology	P	■	■	P	■		
Maurits	Gordon	OHS	■	☐	☐	☐	☐		
Noyes	Heather	Resp	☐	☐	☐	P	☐		
Prescott	Walter	ARET	☐	■	■	■	■		
Purdy	Susan	Bio	■	☐	☐	☐	E *		
Reed	Norm	Chem	☐	☐	☐	☐	☐		
Robinson	Lesley	Math	☐	(winter)					
Schumacher	Janie	U Prep	☐	☐ (fall)	☐	☐	☐		
Tattersfield	Carmen	Grad Student	P	P	■	☐	P		
Walczak	Sonia	AHT	P	P	P	■	☐		
Weremczuk	George	Physics	☐	☐	☐	P	☐		
Donna Dallas: Minutes			☐	☐	☐	☐	☐		
Comments									

☐=Present P= Proxy received ■=absent E * = Exam conflict

- **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.
 - **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
 - **Daily Lab inspections:** maintain a logbook as record is needed for **WorkSafe BC** inspections
- a. Adoption of Agenda
 - b. Adoption of past Minutes (11.21.11)
 - c. Business arising from past minutes: **Ongoing items:**
 1. **Committee membership review: Ongoing** Undergrad and TAs
Norm/George, who oversee TAs in the building could be the representatives on our committee for that group. All TAs are directed to send safety concerns through Norm/George so that they can bring it forward to our committee. TAs have no time allotted to sit on committees.
ACTION: Janine to email Karl Larsen (representative for Graduate Student and TA's in his area)
 2. **Facilities Update: Ongoing**
 - **Sound Testing Data:** This item will be tabled until next September by Donna.

Gord: awaiting 3rd floor HVC completion for testing. The 3rd floor shell should be done by August, but we are still fundraising for the interior (may take a couple of years) – we can take this agenda item off for now, and introduce it again later

ACTION: Donna to table to next September

- **Christina Mohr's Office Issues with Car Exhaust Smells: Ongoing**

- New Diffuser has been installed in her office to increase office pressure to keep smells out of her office.
- Car Exhaust smell: Anti-idling signage to be put in place by facilities. This constitutes a campus wide environmental/health and safety discussion.
ACTION: Janine to follow-up with Facilities.

- **Equipment monitoring (natural gas leak): Ongoing**

Lincoln to respond. Janine received the following response:

A gas leak occurred in a valve located in the Mechanical room. Facilities staff go through the Mechanical rooms every single day in the morning on a routine check. The smell was picked up by the Facilities staff and the valve was isolated shortly thereafter. There is no danger of the gas accumulating to the extent of endangering the occupants.

ACTION: Janine to follow up with facilities on their response. The fact that faculty and staff did report it much earlier, in the summer, but by the time anyone could look at it, the smell was gone. It wasn't found until the fall, perhaps due to the forced air coming on more often than in the summer time.

- **Chemistry lab issues : Complete**

- **S237:** Wiring and breakers blowing: Facilities update – **work completed**
- **S271:** negative pressure environment Nov completion date – update is that there is a **new completion date of January 6th. Jan 6 email from Lincoln, Facilities: project completed**
- **S273:** shared air closet. Dec completion date – **Jan 6 email from Lincoln, Facilities: project completed**
- **S273 lab availability for biohazard waste pick up** and work to be done in that area on ventilation on same day: (email from Lincoln Chua, Facilities): The fumehoods are still operating and they serve as an exhaust system for the lab S273. So air is still being thrown out of the lab via the fumehoods. Doors may remain open when staff are working inside to allow fresh air in. So there are no issues and waste chemicals may remain inside.

- **Chemistry lab issues: Ongoing**

- **S267:** Ventilation issues/big project: Jan 2012 or 2013 date for completion (prep area – where solvent cabinets stored)

- **Broken glass near coffee shop: Complete – see below email from facilities:**

I spoke with Norm regarding the breakdown in response time. Norm acknowledged that the glass should have been covered and made safe immediately, which is our normal practice. Carpentry keeps sheets of plexi-glass in stock that can easily be cut to cover the glass. Norm assures me that in the future any work orders involving damaged glass will be responded to immediately and made safe.

The breakdown in response time was unacceptable. Facilities will ensure that in the future a quick response to any damaged glass work orders and that they will immediately be made safe. The glass for this door has been replaced.

- **Facilities Work orders and confirmation: Ongoing**
Warren's response to inquiry about tracking work orders:

We are still looking in to this - I have been discussing with Lincoln the possibility of doing what IT Services does, but this doesn't really give you status updates.

For now, the best solution is to have the person who submits the work order to request that facilities confirm a work order has been completed and to have the Facilities contact person, contact the person who submitted the work order and they can keep in touch.

ie. you send an email to Facilities requesting that the broken window be repaired. Include in your email a note about please have Facilities confirm a work order has been prepared and to have the person who will be handling the work order to contact me, Janine Chan at 5555. In this case, Norm Logan would contact you and you guys can communicate as required. Can do the same thing with calling in the work order.

Discussion from our Committee: There should be a form linked to the facilities website. We also feel that an auto reply mechanism that issues a reference number would be very helpful.

Gordon – if it's a safety issue there should be a direct work order to me so that I can put it into system, it goes higher on queue.

ACTION: Donna to email the Faculty of Science, our Committee & Nursing – send work order in form of an email to Gordon directly if it's safety related (cc: facilities)

ACTION: Janine to get back to Warren – our committee suggestion – auto-reply with reference # and form on their website

3. Research Centre updates: Complete

- **10.17 Research Centre Decommissioned Fume Hood:** s274 Physics fume hood
Janine clarified with Tom Dickinson that he wants Research to discuss the feasibility of using/sharing the S274 FumeHood found in the Physics department.
ACTION: Janine to inform Brian Heise to connect w/ physics on this idea.
- **Toilet broken in the Research Centre:** Fixed November 28, 2011.

4. Field Trip Documents and the Realignment Update: Ongoing

- TRU Legal review of Field Trip Documents: Steve Joly overseeing
Driver Information Form location: Donna did put it live on the Science website, (<http://www.tru.ca/science/contact/sciencehealth/forms.html>) and sent an email to the committee. Janine also reported it at the last faculty council meeting

5. Fire Evacuation Procedures for Lectures: Complete

- Stacey to talk w/ Uli about lecturer responsibilities to inform students. Update December 15, 2011 from Stacey, Uli and Tom to Group Faculty of Science 2011-2012: “ As part of the TRU Emergency Preparedness program, instructors are asked to tell their students on the first day of class: in the event of a fire alarm, we will leave the building by the _ exit and meet in assembly area #_ which is located _____ in relationship to the Science Building. “

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

- Gary Hunt contacted regarding the TA Manual and discussion occurred with him stating that Science did have input into the document. The Dean and others involved from the Science side disagree with this statement and they feel there is information in the TA Manual that is inappropriate as TAs are not instructors.
- Stacey to comment on TA Manual development and inclusiveness of Science input Jan 5th

7. Mail delivery: Ongoing

- Micro area is included in direct postal delivery to lab with supplies
- Kevin Bladon (NRS): There doesn't seem to be a protocol for dropping chemicals. There was a sensitive package for me, NRS, dropped off to micro-biology, but no one was informed. There needs to be a better system.

ACTION: Janine to email Yvette Gallant and cc: Bob Munro that perhaps drop off a slip in the faculty mailbox that you've received chemical/bio, etc.

d. New Business

Doodle Poll – right now MONDAY at 2:30 is the best response – Mon., Jan 16th – 2:30 – S 309

** Reminder – this Thursday is the bio-hazardous waste pick-up in S273, getting full – received forms

Discussion on storing invasive species (Kevin). **ACTION:** Kevin to email Gordon with specifics and he'll ask the company (Cybertek) maybe next waste disposal – and report back

e. Reports

a. Health and Safety:

Next inspection forms for end of January

b. Incidences:

Statistics – from Jan 1st to Nov 30th – there were 20 incidences in the Science building – 11 were nursing students, there was one more this morning (off campus, doing practicum); 2 were chemistry students; 2 – AHT students, 1 – physics student – 1 more student in the Science department (Donna to get from Gord) – there were only 2 faculty/staff – so we are doing well