

1. Christine Miller (UEPrep) and Ning Lu (Computing) were welcomed to the committee.

2. Adoption of Agenda

APPROVED AND ADOPTED by all members present

3. Review of Minutes from August 31st, 2017 Meeting

APPROVED by all members present

4. Old Business

(a) Traffic and Parking

There has been at least one traffic incident outside the BCCOL Building.

The traffic light at McGill and Dalhousie is misaligned at the northeast corner. Lucille and Christine may report this problem to the city.

(b) New Chemical Storage, Labelling and Inventory System

A new inventory system for hazardous materials must be chosen within the next 60 days (Peter). This system may be used in every department in science. This item will be discussed at the October SHSC meeting. A chemistry representative will be asked to attend.

(c) WHMIS training for new employees

Committee members were reminded of the online WHMIS 2015 Moodle course.

(d) Tour of the new Chemical Storage Facility

Colin will ask Trent to arrange a tour of the new chemical storage facility for SHSC members.

(e) Microbiology Lab – Biohazardous Waste

Peter and Tim will work with the new janitorial crew over the next few months.

(f) Sign-offs (All)

At this point, the committee is trying to develop what sign-offs will resemble when used. Colin will attempt to find an example for discussion at an upcoming meeting.

(g) Campus IDs

Since there are many people from Facilities on campus, Colin will approach that department about posting a group photo to help identify personnel.

4. New Business

a) Safety concerns in hallways of Science Building

The third floor renovations will be completed soon and the materials removed from the hallway. There have been bikes parked in the hallway. All committee members should be aware of obstructions in the hallways and have them removed.

b) Incidents

There was a spill of methylene blue. Faculty are reminded to contact security immediately in the event of a spill; security can evaluate further response. A refrigerator became unplugged in S367. Lab personnel are reminded to check the operation of appliances during extended power outages.

c) **Contacting Facilities – Archibus**

Facilities is now using the Archibus system for work requests. This is a new system and it is evolving. A link to Archibus can be found on the OneTRU page. A direct link to the Archibus login (using your TRU login credentials):

<https://archibus-app.tru.ca/archibus/login.axvw>

d) **Field Trip Protocol Information**

The field trip protocols were reviewed and no changes were made. However, Colin will ask Bunny to update the webpage to include:

Copies of the pre-trip planning form, informed consent forms, or waivers should be left in the science office. **Medical questionnaires do not go to the science office.**

The instructor take medical forms with them in the field where they may need them.

Meeting adjourned at 10:20 a.m.

Next Meeting October 26, 2017, Thursday, S270, 9:30-10:20 am.