

**Faculty of Science & School of Nursing Safety Committee (SHSC)
Meeting Minutes for October 29th, 2015, 10:00 AM, room S309**

Attendance Aug 2015-June 2016 (X = present) (A = absent) (P = proxy received)

Meeting Dates		8. 27	9. 24	10. 29	11 26	12.	1.	2.	3.	4.	5.	6.	Notes
Chan, Janine	Resp	X	X	X									
McKenzie, Wendy	Nursing	P	P	X									
Hammer, Trent	Chemistry	X	P	P									
Jyrkkanen, Stacey	Safety & EM	X	A	X									
Prescott, Walter	ARET	A	A	A									
Purdy, Susan	Biology	X	A	X									
Lettinga, Marten	Chemistry/Co-Chair	X	P	X									
Robinson, Lesley	Math	A	A	A									
Horton, Jane	UPrep	A	A	X									
Sorensen, Jacque	NRS	X	A	A									
Taylor, Colin	Physics /Co-Chair	X	X	X									
Urban, Joanna	Micro	A	A	A									
Van Wagoner, Nancy	Geology	X	A	A									
Walczak, Sonia	AHT	P	A	X									
Duggan, Bunny	recorder	X	X	X									

Inspection Reminders

- **Fire Equipment Check Sheet Due Monthly - send to Gordon.**
- **Department Inspections Due: Jan, March, May, July, Sept, Nov.**

1. Adoption of agenda

APPROVED and ADOPTED

Welcome from co-chair Colin Taylor (who screwed up and forgot to introduce the new committee members)

2. Review of minutes from September 24th

Errors and Omissions: none MOTION APPROVED

3. Old Business

a) Working alone protocol - ID Badges

Colin will approach Dennis Acreman about placing ID Badges on the agenda for FLC. The Nursing Dept. currently uses badges for most personnel in the lab.

b) Chemical storage units (Chemistry, NRS, WL) (Trent, Marten)

Tabled until next meeting.

c) NMR alarm (Trent) signage needed for NMR alarm it is working

Update from Trent expected soon.

d) Updated field trip protocol (All)

Susan contacted Jacquetta Goy. Field trip forms were approved and are on the web page for downloading. Some suggestions from Jacquetta to the forms and Sue Purdy will make the changes and repost. There are two field trip forms: Consent and Waiver. Consent forms are for mandatory field trips, Waiver forms are non-mandatory field trips. If you have a field trip in your outline it is deemed a mandatory fieldtrip, Consent forms need to be completed by students. If you plan an ad-hoc trip with your students and it is not planned and not in your outline a Waiver form is required. Waivers are also legal documents, and we will not be sued if there is an issue on the unplanned trip. When using consent forms with your outline, the field trip is implied and is coming up and the student knows about it and is aware it is happening. Risks for field trips must be well documented and there is a place on the form to record this information, Consent forms only need to be filled out once for your course and all field trips are included in this outline. There are many variations as to when waiver forms are needed when off campus, check with Jacquetta Goy if you are unsure. Nursing has different issues for field trips; example: students will attend off campus blood pressure clinics. Again, if it is in your outline, the consent form should cover or double check with Jacquetta Goy to find out which forms are necessary in your instance. ESTR students in the FoHSEd department are often driven by instructors to off campus practicums, it is recommended that they check with Jacquetta Goy in Risk Management which forms they should use. Try to keep it simple but cover due diligence.
ACTION: Sue Purdy to make changes to the consent/waiver forms as per Jacquetta and repost on the web page.

e) Departmental fan out list (FLC) (Stacey and Colin)

Stacey explained to the committee how the fan out list is being developed on campus.

f) Fire extinguishers in S333 and S335 (Wendy)

A work order has been created.

g) Animal Health Dumpster (Joanne)

The yellow dumpster has not been returned as of this date and Sonia from Animal Health feels it is an issue for AHT. They have been provided with three city bins where the dumpster was, Sustainability insists that they reduce, reuse and compost their waste. This includes a bin for animal feces – separated between cat and dog waste. Sonia feels it is difficult, time consuming and possibly dangerous to students to separate the waste. When in an operating room, the operating table is just wiped up with a cloth after the operation and thrown in the nearby garbage, which is then taken to the dumpster then to the landfill. It is impossible to separate blood from feces, body fluid in this case. Colin asked Sonia to report back to the committee in a couple of months once the talks with sustainability have been underway awhile (Sonia is not involved in the talks). The issues are logistics, containers, food that is not being eaten, feces, students handling medical waste which can be ridden with parasites, puts them at

risk when handling these items. Medical waste is different than any other waste on campus, biohazard bins should be used and picked up by contractors. An update on the bins was requested by Colin.
ACTION: Sonia to update Committee in a couple of months regarding the Animal Health dumpster and waste disposal.

h) Garbage collection near S233 (Nancy)

The issue of multiple garbage collection containers has been resolved.

i) Letter of support for Nursing Building (Colin)

Wendy McKenzie suggested the new nursing wing/building is a fait d'accompli so a letter may not be needed at this time. The dean and provost are in Victoria with a proposal. Hopefully, there will be some kind of announcement soon. Many committee members expressed relief at the prospect of nursing being relocated in a more suitable space.

j) WHMIS training for employees (Stacey)

Stacey reported that the company she is dealing with doesn't have training yet. December 1 it should be ready. An online in house program should be ready by September 2016. This year, or currently, online is found free of charge, through the Center for Occupational Health and Safety. The WHMIS should be completed yearly – it is a one page worksheet. There are two sections to it.

ACTION: Colin to send out WHMIS link when received from Gordon M.

UPDATE: November 2, 2015 from Gordon M.

SHSC People:

Attached is the link to the Canadian Center for Occupational Health and Safety where you can go through and get WHMIS 2015 training. If you have any questions please feel free to contact me.

http://www.ccohs.ca/products/courses/whmis_workers/

4. New Business

a) Reports to SHSC (All)

Bi-monthly reports due for November

Blank reporting sheets can be found at: <http://www.tru.ca/hsafety/formschecklists.html>

b) Incidents (Stacey)

1. Student in UPREP had a seizure and was taken to the emergency room at the hospital for treatment.

2. TRU Staff member was not feeling well on the job and was monitored, ambulance called, but his wife showed up and took him to the hospital where he was put in emergency for 12 hours and passed away. No cause determined yet.

3. In the basement of the Ken Lepin building contractors are putting in new boilers. Chemicals are used and it was thought the chemicals were safe. This occurred in late August when the building was not full, two instructors got very ill from the chemical fumes. They were found to be a respiratory irritant and contained carcinogens. Warren was contacted and an incident report should be done, retroactive.

ACTION: Sue Purdy to submit a retroactive Incident Report to SEM

4. In the Ken Lepin Building again, the new boilers were started and a warning was sent out. A faculty member was upstairs and one the boiler pipes burst and red dye sprayed all over her. It was a nasty dye and she was told to just wash it off. Faculty member is filing an incident report. Warren in facilities has been contacted and it has been requested that he ask his contractors to follow their STSS

on site that use chemicals. An MSDS must be consulted and signage placed in the area they are in if they are using chemicals (must follow the MSDS protocol). Warren is working together with the contractors to build a positive and safe relationship – we should alert Warren when we feel safety is compromised; he will take action.

c) Other Discussion

1. Issues in the organic lab in S273, bench top hoods should be installed so each student can have ventilation. It has been requested by Marten Lettinga that the committee support this endeavor and recommend funding for this. The lab is in the older part of the Ken Lepin building so it might turn out to be a major project as there are so many variants to look at – fume hoods according to Stacey J.
2. S265 Research labs, fume hood in this room, a safety shower would be required too, no fume hood in here at 265. First year Chem labs, portable vents are sitting there, but need to be installed. Perhaps facilities needs to be contacted to finish the job.
ACTION: send an email to facilities to create a work order to start or finish the installation of portable vents that are already on site.
3. A reminder to have Williams Lake use the proper form for students on practicum and return them to TRU SEM:

Students - on an approved practicum or apprenticeship

These students are covered by Workspace BC If a student is injured during an apprenticeship or while doing practicum work, they will need to inform their instructor of their injury and work with the **Instructor** to complete the Form 7 Apprentice and practicum student report of injury and disease. Completed forms must be sent to Safety and Emergency Management Office. Respiratory Therapy Clinical Coordinator and Nursing should be reminded of this procedure also. Clinical coordinators on site should be made aware of the proper form.
http://www.tru.ca/hsafety/incident_reporting.html for details.

ACTION: Stacey to contact Clinical Coordinators on Campus with Incident form information.

4. Fumes in 1st Floor Hallway (Susan and Stacey) Men's washroom has been plugged for six months (third floor by the staff room) and the smells emanating are horrible and nauseating for students and staff. Apparently the rate of water has been reduced in the urinals, as per sustainability office and this is the main cause. It is suggested that Facilities be contacted and a work order done to have a look at the water flow in the urinals.
ACTION: facilities has been reminded to check out the continual bad smell from the washroom.
5. A Committee member reported that a feeding tube was changed on a daily basis for a disabled student in her department in a meeting room. She was wondering if this was okay. It was believed that it is the Students responsibility and the student does have a personal Aide. As it is not a feeding, just a change of a tube, it was felt it was not a health issue.
6. Composter in food building has been resolved – it was a big issue with smell in the cafeteria. Smell was so bad it was making people ill. It was located near the Culinary Arts building and leaked over the summer. Methane testing was done, it was negatively pressured. It has now been moved outside in a big blue box outside the daycare.

NEXT MEETING: November 26, 2015 S309 10:00 a.m.