

### Attendance August 2019 – June 2020

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug Sep 5	Sep 25	Oct 30	Nov 27	Dec No min	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	A	Y	Y	Y	Y					
Trent Hammer	Chemistry	Y	Y	Y	Y	Y	Y					
Colin Taylor	Physics	Y	Y	Y	Y	A	Y					
Timothy Crowe	Chemistry/OSEM	Y	Y	Y	Y	Y	Y					
Joanna Urban	Microbiology						Y					
Tara Geiger	AHT				P	A	P					
Wendy McKenzie	Nursing	Y	Y	Y	A	A	Y					
Doreen Grenier	Nursing						Y					
Jamie Ushko	Biology	Y	Y	Y	A	Y	Y					
Janine Rostron	Respiratory Therapy	Y	Y	Y	Y	Y	Y					
Christine Miller	UPrep	Y	Y	A	A	A	A					
Marten Lettinga	Chemistry	Y	A	A	A	A	Y					
Sheri Watson	NRS	A	A	P	Y	A	Y					
Nancy Van Wagoner	Geology	Y	A	A	A	A	A					
TBD	Student Rep											
Resource members												
Sarah Martin	AD, OSEM	Y	A	Y	Y	Y	Y					
Tara Langley	Recorder	Y	Y	Y	Y	Y	Y					

1	<b>Meeting called to order at 1030</b>
2	<b>Motion</b> to adopt agenda by Sheri Watson, seconded by Wendy McKenzie
3	<b>Review of Minutes from November 27, 2019</b>
	No changes needed.
4	<b>Motion</b> to adopt <b>November 27, 2019</b> minutes by Lucille Anderson, seconded by Janine Rostron
5	<b>Old Business from November 27, 2019</b>
	<p><b>a) New chemical storage, labelling and inventory system:</b>                      Timothy/Sarah: No updates on budget approval, we weren't supposed to get any extra money but haven't been told no yet. Asked for additional \$12000 for inventory management, don't know when we will hear back. Should be in next month as new fiscal year starts April 1<sup>st</sup>. Timothy still moving chemicals from Biol to storage facility, didn't happen in December as hoped.</p> <p><b>b) Office security/Photocopier room:</b> Trent: can take office security off agenda. Photo copy room is a security issue, not health. Primarily issue of keys being forgotten but door has been propped open for heat. <b>ACTION: Remove item from agenda. Trent will make a sign for the door asking people to keep it closed.</b></p>

**c) Emergency Marshals- new training?** Trent called Stacey but she's away. No date planned yet, unsure of priority for training new marshals. There was a date for training in September. Fire drill was cancelled so Science building never got one, possibly when Stacey returns. Notice will be given if/when it's happening.

**d) Hand sanitizer stations: Update from Janine** Warren emailed Janine at beginning of January that they could be here Jan 20<sup>th</sup>. Janine asked to be contacted when they arrive so she can go through locations, however they haven't responded to her since. **ACTION: Janine will email them to verify if facilities has them and when they will be installed.** Increased concern due to coronavirus outbreak. Across campus, hand sanitizers are coming back to high traffic areas. University has monitoring and protocols in place if coronavirus hits here. Concern that Warren used ones designated for science building across campus already. **Action: Sarah will email him and cc Janine to check.** Science will still get the stations but might take a bit longer.

**e) Hazardous Chemical Use Manual (guidelines/criteria):** Tabled to next meeting

**f) Potential for a repeat chemical spill in the faculty hallway/Spill Procedures:** Sarah to clarify record keeping: departments should keep individual training records of students and instructors. Record keeping is currently spotty, not kept by Sarah's office at all. Legislation supports that everyone should read procedures and document this. Supervisors are extra responsible for staff and students. Sarah can help develop plan for departments individually but not campus wide and provide template of recording forms. **Action: Sarah will send out template to Wendy and Jamie.** Could a Moodle course be created? Linked-in learning could be used to deliver instruction. Training would follow: follow Chairs, Supervisors, Faculty then students. Currently Chemistry doesn't keep records, procedures are on spill buckets. Generic procedures are available on oneTRU and a sign off. Subject matter is general but can be specifically added for each dep't. Additions can be sent to Sarah and she will help develop it, but departments individually have to make employees aware of procedures in place. Tim: should we do audit to see what is already available? **Action: Everyone look at what procedures are in place and send Sarah summary of high risk areas and where you'd need site specific training.**

**g) CL2 Lab Inspection:** Sarah will do in next month with Mark Rakobowchuk (Chair of Institutional Biosafety Committee), Kathy (Biology lab tech) and Timothy. **Action: Sarah will schedule with everyone involved.**

**h) Committee Terms of Reference- Discussion:** Colin rewrote TOR, currently on webpage, wants to make pdf and have link on website instead.

1. Need new committee name: Nursing is leaving, Ken Lepin Safety Building Committee? That creates issue with fieldtrips when ppl leave the building. Animal Health is part of committee because they have classes in this building, they have their own safety committee, also have rep on JOHSC? How about Science Building

	<p>Committee? Should be location oriented but also inclusive. Remove “Faculty of Science” wording.</p> <p>2. Haven’t had student member as part of it for long time, could use TA’s but they will have to be paid to come. Lucille: how often do we discuss student related issues, concerned about giving negative impression from subject matter discussed re: TRU organization, priorities, resource allocation-don’t want to have to curb discussion in presence of a student. Sarah: normally it’s for employees only but JOHSC is willing to invite student rep from time to time. If we need student, could invite them specifically? Wendy: Can go through TRUSU instead of paying TA? Trent: TRUSU is campus wide, TA’s are employees and know the building. Sarah: Concerns for science are specific. Joanna: Could ask a science student.</p> <p>3. Remove “Faculty of Science” from everything and replace with “users of Ken Lepin Building” to be more inclusive or is that too vague? Dean of Science or designate: hasn’t been present in the past years. Dean is currently on JOHSC committee already so crossover can make things happen if we need something. Health and Safety committee doesn’t vote regularly and if changes need to be voted on then it has to go to Faculty Council anyway before it can proceed.</p> <p>4. Do we need voting structure? JOHSC doesn’t vote often either. Adding academic year dates. Three year terms? Some are on contracts. Positions are volunteer unless there’s more than two that want to be present from the same department.</p> <p>5. Second page: Proxy not always used. Lucille: Christine’s teaching times overlap so she will miss meetings: Timothy: instead of formal proxy just send email to chair that you’ve reviewed minutes. Or missed without notice? We have a fillable proxy form <b><i>ACTION: Timothy will look into blank proxy fillable form and include with minutes.</i></b></p> <p>6. Responsibilities: Remove “Faculty of Science” to make inclusive language. Lasts two points to be removed under this category.</p> <p>7. Should be formal sub-committee of JOHSC or Faculty council. In JOHSC we are a sub-committee that’s listed in their TOR. Wendy has never taken health and safety committee issues to Nursing Faculty. Multiple faculty councils are represented so we should be sub-committee of JOHSC. Trades takes their things to JOHSC. <b><i>ACTION: If there is any other input, let Colin know, he will create a pdf document and email out.</i></b></p> <p><b>i) Microbiology lab representative:</b> Remove- Joanna is here now.</p> <p><b>j) Air quality in Chemistry Labs:</b> No complaints. Filter change and cleaning helped with smell. <b><i>ACTION: Timothy wants to follow up with removing cupboards around sinks, not sure if this happened so he will check.</i></b></p>
<b>6</b>	<b>New Business</b>
	<p><b>a) Lab room temperature in winter:</b> Trent says it was 8 degrees in S273, wondering what temperature does lab have to be to keep it open? Had to open doors so</p>

hallway heat could come in. Roof damper was blocked open from snow, then melted in S360. Cold air was being sucked in, -1 at windows up to 10 degrees in center of room. Could have had frozen pipes and still have to run labs. Kept resetting heat pumps but they couldn't keep up. Jamie's lab was not too bad, Joanna's lab S370 was very cold. UK guidelines state 16 degrees in workplace is the recommended minimum. **ACTION: Trent will talk to Warren to create a plan so this problem doesn't happen again.** Sarah: No guidelines for minimum temp inside the building because legislation doesn't apply to indoor facilities, only outdoor exposure. Control measures are in place for heat but not cold. Wendy had previous experience in Old Main, was told there was a standard by Facilities, but this may be building code, not safety regulation. Trent: ACGIH standard for American temp exposure exists. Sarah has the book but the low (below zero) includes time allowed to work under those conditions and gives warming breaks time. Joanna: Students are here, what do local school districts have? Sarah's not seen occupational guidelines. Trent: Students were wearing extra clothes and toques. Jamie: Could it be discretionary based on ability to do the experiments. Sarah: For older buildings what does our winter prep look like? Need to be proactive because we have to run our ventilation, maybe Facilities can add extra prep for winter. Trent: Maybe fume hood use could be reduced rather than shut down completely. It effects learning and cancelling classes is an issue. Janine: RESP patient clinic was 13 degrees also which is a problem for kids and doctors coming in. Patients are being seen so it needs to be sorted out. **ACTION: Everyone record incidences to keep track.** Problem is all over this old building.

**b) Drains and sewer gases:** RESP smelled sewer/rotten eggs, facilities said janitors are supposed to pour water down drains regularly. Contact [janitor@tru.ca](mailto:janitor@tru.ca) Jamie has copper pipe draining into sink that stinks too. **ACTION: Janine will email janitors**

**c) Science SOP's on OneTRU:** Timothy can only find Chemistry on website, Biology is on regular website still because students need them but it's still a work in progress. **ACTION: Timothy and Sarah will meet and discuss.**

**d) Additions:** Joanna: Parking lot M by residence cement stairs are broken and crumbling so it's been blocked off currently with tarps. People have to go around but currently far end of the road is closed and icy. Needs to be cleaned off because of bus stop nearby. **ACTION: Sarah will go look at after meeting.** Jamie: garbage bin at Dalhousie and McGill leaking ice melt on other end of the parking lot but still steep hill.(Note:Trent believes the melt is from the snow around the bins and not from the bins)

**e) Incidents (Sarah/All):** No incidents for December! Two first aid from students, nothing on site/campus related. January has had no staff incidents, four first aids-2-3 were personal medical. Wendy: Two safety incidents reported to security but these

	went to Stacey, not tracked in health stats. Locked labs are code changed every six months but haven't been changed in awhile. Jan 2 <sup>nd</sup> another incident in women's washroom where someone removed soap dispenser and jammed it behind hot water tap. The sink filled up completely but overflow caught it. Needs to be made aware of if it's a targeted thing in our building. Hallway cameras were being used.
	Next meeting Tuesday, February 25 <sup>th</sup> , at 10:30 am S270
7	<b>Adjournment</b>
	Meeting adjourned at 11:30