

Attendance August 2018 – June 2019

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	Y	Y	Y		Y	Y	Y	Y		P
Trent Hammer	Chemistry	Y	Y	Y	Y		Y	A	P	Y		A
Colin Taylor	Physics	A	Y	Y	Y		Y	Y	Y	Y		Y
Timothy Crowe	Micro	A	Y	Y	A		Y	Y	Y	Y		Y
Sonia Walczak	AHT	A	P	A	A		A	Y	P	P		Y
Wendy McKenzie	Nursing	Y	Y	A	A		A	A	P	Y		Y
Jamie Ushko	Biology	Y	Y	Y	Y		Y	Y	Y	A		A
Janine Rostron	Respiratory Therapy	Y	Y	Y	A		Y	A	Y	P		A
Dayton Shaw	Chemistry	Y	Y	Y	Y		Y	A	A	Y		A
Mridula Sharma	Computing	A	A	A	A		A	A	A	A		A
Christine Miller	UPrep	Y	Y	Y	Y		Y	Y	P	P		Y
Marten Lettinga	Chemistry	A	A	Y	A		A	Y	A	A		A
Jacque Sorensen	NRS		P	A	Y		A	A	A	A		A
Nancy Van Wagoner	Geology		Y	A	A		Y	Y	Y	P		A
TBD	Math				A		A	A	A	A		
Sheri Watson	NRS											Y
Resource members												
Stacey Jyrkkanen	AD, OSEM	Y	Y	A	Y		Y	Y	P	A		Y
Tara Langley	Recorder				Y		Y	Y	Y	Y		Y

1	<p>Meeting called to order at 9:36</p> <p>Motion to adopt agenda by Wendy McKenzie, seconded by Christine Miller</p>
2	<p>Review of Minutes from April 24, 2019</p> <p>Review Minutes from April 24, 2019</p> <p>Motion to adopt April 24, 2019 minutes by Wendy McKenzie, seconded by Stacey Jyrkkanen</p>
3	<p>Old Business (from April 24, 2019)</p> <p>Old Business (taken from April 24th minutes)</p> <p>a) New Chemical Storage, Labelling and Inventory System: Biology- Table until August</p> <p>b) Sign-offs- Colin starting sign-off for the lathe this summer. Action: Colin will bring forward the results to August meeting. Christine working on sign-offs for biology prep area. Action: Christine will confer with Susan and Lucille, will let the committee know what they come up with in August.</p>

	<p>c) Office Security- Photo copier room: <i>Table until August.</i></p> <p>d) Handicap Parking/Loading Zones- Timothy on behalf of Jamie-Lee: All handicap parking is in place around Science Bldg. Warren sent out email looking for volunteers to give up their Reserved spaces for Resp Therapy clinic. 3 stalls have been approved.</p> <p>e) Emergency Marshals- Due to short staffing in the OHS office, training for marshals has been postponed until Fall 2019. New Manager for OHS (Sarah Martin) starting July 2/19, will be responsible for managing Health and Safety, biosafety, investigations, hs training. Stacey’s role is being changed to emergency management, threat assessment, security...working on new title for role.</p> <p>f) Scent Reduced Awareness- http://www.tru.ca/wellness/sharetheair.html (link does not work) Can’t make official policy due to individual subjective differences in sensitivity. <i>Table until Janine returns</i></p> <p>g) Hand Sanitizer stations- Requesting station outside Respiratory Therapy clinic. <i>Table until August</i></p> <p>h) Hazardous Chemical Waste Manual- Dayton/Timothy continuing to work this however wanting manual to be more comprehensive, not just regarding disposal of chemicals. WHIMIS doesn’t deal with disposal directly due to provincial differences. <i>Action: Timothy and Dayton will compile list of criteria to be put into manual before Dayton leaves at end of June, then Timothy will present to committee for review and feedback.</i></p>
	<p>New Business</p>
	<p>a) Requests from Respiratory Therapy: 1. Concern for the potential for repeat chemical spill in faculty hallway brought forward by email. Issue was that chemicals from the roof were moved into a closet on the faculty hallway for storage, but due to inadequate ventilation, chemicals were being removed back to the roof when a spill occurred. Facilities didn’t notify Stacey and used bleach to clean up chemical causing toxic odor and respiratory issues for faculty. <i>Action: A procedure has been put in place regarding chemical spills. For future Stacey is to be notified. She will assess and remove people out of the vicinity until clean-up has occurred and the air is breathable again. If this procedure is not followed, disciplinary action will take place.</i> 2. Can posters be hung in the Resp hallway or is this a fire issue? Free standing poster boards are not allowed but if tacking on to existing bulletin board, that is fine.</p> <p>b) Liquid nitrogen, biosafety and transportation of dangerous goods: Micro biology lab uses liquid nitrogen for bacteria storage and cell cultures but students have been taking it out of the lab. <i>Action: Biology is getting</i></p>

its own supply in a canister that will be stored outside the lab so students can take from there instead. Reminder also if you are transporting more than 125 ml liquid nitrogen in a passenger vehicle, you must have TDG training. Timothy will send out reference for committee members to bring back to their departments. If you are needing Transportation of Dangerous Goods training course, email Stacey and she will set up an online course for you.

- c) **SOPs and Biosafety Training PowerPoint on Moodle:** In May, Timothy met with Level 2 lab users, they want better access to PowerPoint training. SOP's are already online however it would not hurt to have them on moodle. Sheri Watson from NRS is new biosafety rep but requesting training. **Action: Only SOP's will be on Moodle for now. Stacey has document registry to keep track of updates, will add SOP's on Moodle to that. Timothy can work with new Sarah directly re: biosafety training, currently he is doing it as a hands-on, interactive class.**
- d) **CL-2 Lab Inspection from Feb 5th:** Timothy did the inspection himself but reviewing reports is a committee responsibility so reports like this should be reviewed from time to time. **Action: Timothy will send out his report for review prior to next meeting**
- e) **PPE for Lab Techs:** Timothy has been looking at personal protective equipment for lab techs: what is required based on CUPE job description. Lab techs move heavy equipment, do cleaning, inventory etc. but also work in an office environment at times. Wondering if making steel toed boots a requirement added to the job description would make CUPE pay for the cost. **Action: Timothy to check with his supervisor, request updated job description if they agree.**
- f) **Biosafety Officer: Safety in Level 2 lab and requirements:** Timothy met with Level 2 lab users, Mark, Joanna, Ann. All believe we require a fulltime Biosafety Officer in Level 2 lab. Gov't of Canada regulation 8A state there must be an appropriately trained, experienced person on site. Tom Dickinson has been pushing for Chemistry lab technician also. Currently Timothy Crowe has been acting as biosafety officer but not technically in his job description. Case has already been made to fund a biosafety officer but position hasn't been filled. Need such documents to be on file if something major happens. **Action: Timothy will draft a letter for the entire committee to add to regarding the danger and implications (financial, reputational, number of students affected, research use etc) of not having a fulltime biosafety officer with a microbiology degree in the lab (supported by the occurrence of recent events). Letter will be sent to Stacey Jyrkkanen, Tom Dickinson, OHS office, provost's office.**

	<p>g) Additions: Wendy from Nursing wondering if Nursing will have their own Health and Safety committee in the new building or will remain part of current committee. Action: Wendy will take back to Nursing to see if they want to stay part of this current committee like Animal Health does or if they want to separate like ARET did.</p> <p>h) Incidents: (Stacey/All): CL lab involving chairs: New chairs were ordered for Level 2 teaching lab (Room 367). Timothy checked May 30th and all the old chairs had been removed without being disinfected prior and new chairs had already been placed in the lab. Timothy tracked down chairs and was able to clean them in the cube van before they were taken to the city landfill (but not part of his job description). Facilities staff were unaware of biohazard so Stacey provided documentation for staff members, CUPE members to watch for health symptoms. Pathogens can live for months on dry surfaces and cross contamination is highly possible. Can use this incident in letter re: need for biosafety officer. NOBODY untrained in Level 2 biosafety (IT, Facilities, janitors, students etc) should be entering that lab. Action: Stacey attending internal investigation meeting June 11/19 with CUPE, Warren from Facilities, Security. OHS will write up report and Stacey will bring to next meeting.</p>
	Next Meeting August? in S270 Doodle poll to follow
5	Adjournment
	Meeting adjourned at 10:30 am