

Faculty of Science

Science Safety and Health Committee Minutes

November 26, 2020

Attendance September 2020 – June 2021

Y=Present

P=Proxy received

A=Absent

<i>Name</i>	<i>Area</i>	Oct 1	Oct 29	Nov 26	Dec	Jan	Feb	Mar	Apr	May	Jun	
Sonia Walczak	AHT	A	Y	Y								
Tara Geiger	AHT	Y	A	A								
Jamie Ushko	Biology tech, JOHSC	Y	Y	Y								
Christine Petersen	Biology	Y	Y	Y								
Trent Hammer	Chemistry	Y	Y	Y								
Christina Mohr	Chemistry	Y	Y	Y								
Nisha Puthiyedth	Computing Science	Y	Y	P								
Yan Yan	Computing Science	Y	Y	Y								
Nancy Van Wagoner	Geology	Y	Y	Y								
Yehia Mahmoud	Math			Y								
	Math											
Kathy Baethke	Microbiology		Y	Y								
Joanna Urban	Microbiology	A	A	Y								
Sheri Watson	NRS	Y	Y	Y								
Colin Taylor	Physics	Y	Y	Y								
Janine Rostron	Respiratory Therapy	P	Y	A								
Christine Miller	UEPrep	Y	A	A								
Resource members												
Sarah Martin	Health Safety Manager	Y	A	A								
Timothy Crowe	OSEM	Y	Y	Y								
Tara Langley	Recorder	Y	Y	Y								

1. Meeting called to order: 10:35

2. Motion to adopt agenda by: Joanna Urban **seconded by:** Jamie-Lee Ushko

3. Review of Minutes from October 29, 2020: no changes

4. Motion to adopt October 29, 2020 minutes by: Timothy Crowe **seconded by:** Trent Hammer.

Approved

5. Old Business:

- **TOR- Colin:** Next step, who does the TOR go to? Send to Rick Brewster, cc: Pyper for voting by Faculty Council. **Action: Colin will email this out.**
- **Biosafety Cabinets-Timothy/Trent:** Cabinets have been inspected and certified. Remove from agenda

- **Hot Air Dryers and Paper Towels-Trent:** Paper towels were put in the day of request. Hot air dryers: which bathroom needs the adjustment? Next to Faculty staff lounge, third floor women's bathroom. ***ACTION: Trent will submit ARCHIBUS to have this moved***
- **Hand Sanitizer Stations-Janine: not present, table to next meeting.**

6. New Business:

- **Science Building Inspections- Colin/Timothy:** Monthly safety checks: Colin-hasn't been doing them, only one lab is running so facilities aren't being used: what priority are these checks? Timothy-they should still be done.
- As Gordon Mauritz is retiring this is an opportune time for some changes. OSEM would like SSHC members to take on Ken Lepin/Science building inspection. Sarah's idea was to have every dep't do their own area since the committee has reps from each dep't. Note as Colin mentioned we were kind of already doing this (re: Monthly Safety Checks).
- Timothy met with Gordon to revamp inspection report checklist. Some buildings haven't been done as regularly as should be due to Covid-19 and not many people have been on campus. Building inspections are required with WCB.
- Timothy showed inspection list-lighting, frequency, noise, offices, electrical, storage areas, kitchen, general, lab/clinic areas, chemical storage etc.
- Specifics can be sorted out and who will be responsible for doing it.
- Timeline: Hoping to do any required training with committee members in December.
- Discussion (various committee members): This job has previously been done by a single person, but now additional workload is coming down to people that already have too much to do.
- Timothy: OSEM is still responsible for important building checks such as the fire alarm, stand pipes and emergency lighting.
- ***ACTION: Timothy will post checklist in files on Teams. Everyone review, make comments, and we will discuss it next meeting.***
- Trent: once docs are filled out, what happens? Bring to committee meeting each month and send to OSEM and they will audit it to ensure they are being done. The mix of CUPE and Faculty shouldn't preclude these tasks being done. There should be compensation for time spend doing these inspections. Joanna: just like other tasks such as purchasing etc, these things are added and not compensated for. Christine: if we all split it up, then it won't be as much addition to workloads.
- Checklist is a pdf version, which is fillable electronically. Then can be emailed.
- Gordon will be replaced but different job description.

7. Additions: Questions from chat: Areas that need to be addressed or fixed: Archibus request. Jamie-Lee: things have been incomplete for years and have not been fixed. If there is an issue and someone has checked off the list, what is the repercussion on the person that did it?

8. Incidents: Timothy: no staff incidents, some small nursing issues on practicums. There was one Microbiology incident: Centrifuge was incorrectly used so badly that it's broken, now off balance. We need to file this as a near miss-it could have vibrated off the table and someone could have been hurt and it shows that there is a gap in training. No one has filed a report yet on how it was broken.

8. Next meeting: Dec 17th @10:30 ***ACTION: Tara will do calendar invite and send it out.***

9. Adjourned at: 11:09

Minutes recorded by Tara Langley, reviewed by Trent Hammer and Timothy Crowe.