

**Faculty of Science and School of Nursing  
Health & Safety Committee MINUTES  
September 17, 2012, S301, 11:30-12:30**

**Attendance Aug-Dec 2012**

**Student:**

Meeting dates and times →			8.28	9.17	10.15	11.19	12.17		2012-2013 Members
Ford	Laura	Nursing	☐	P					
Sorensen	Jacque	NRS	■	P					Unable to attend Fall
Chan	Janine	Resp/ Chair	☐	☐					
Fardy	Carolynne	Micro	☐	P					
Jyrkkanen	Stacey	OH&S	☐	☐					
Karpluk	Janice	Admin	■	P					No need to attend
Van Wagoner	Nancy	Geology	■	☐					New Rep
Mackay	Andrew	Grad Studies Building	■	☐					New Rep
Maurits	Gordon	OHS	☐	☐					
Noyes	Heather	Resp	☐	☐					
Prescott	Walter	ARET/OM	☐	☐					
Purdy	Susan	Bio	☐	☐					
Reed	Norm	Chem	☐	☐					
Robinson	Lesley	Math	☐	P					Unable to attend Fall
Schumacher	Janie	U Prep	☐	☐					
Walczak	Sonia	AHT	■	P					Unable to attend Fall
Taylor	Colin	Physics	☐	☐					Replaces George W.
Desrosiers	Marcy	Secretary	☐	☐					

☐=Present      P= Proxy received      ■=absent      R= reinstated

**A. Adoption of Agenda**

- Added Fire Drills, Muster Stations and WCB-New Anti-Harassment Policy under item D. New Business.

**B. Adoption of past Minutes (August 2012)**

**C. Business arising from past minutes:**

**1. Invasive species waste disposal:**

- Kevin has moved to Alberta. Jacque responded to request for information and she /Brian Heise will see that the specimen is disposed of properly later in the fall semester (evaporate the ethanol preservative, autoclave the remaining material). She will update the committee when this is done.

**2. Gas shut off valves in 1<sup>st</sup> years Chem Labs:**

- Norm explained that the issue was a little metal protrusion that prevented the valve from being completely shut off. This type of issue only existed in s261 and s269. The newer labs have different shut off valves.
- Question was raised: Do we need signs to remind people to shut them off after labs? Perhaps just a matter of educating instructors to turn them off in the evening and reinforcing that. No signage needed at the moment.

**3. Field Trip Documents and TRU Legal**

- Issue was raised in June 2011 with regards to the medical questionnaire contained in the Field Trip Package. TRU Legal questioned the following: is the depth of information requested in the questionnaire appropriate for the risk level of the field trip?
- There has been no response from TRU Legal and our division has continued to use the package as is.
- Will go ahead with the package that we already utilize, making sure that the information is shredded at the end of the field trip.
- **ACTION:** Janine to mention at Faculty Council.

- **MOTION:** Moved by Nancy that the Chair of the committee write a letter to the Dean to report that Legal has not taken care of this issue in a timely manner and that this should be brought to the attention of the President.
- **Discussion:** Committee agreed that informing Tom of the situation and asking him to take it forward is the appropriate next step.
- **ACTION:** Janine will write a letter to Tom asking him to move this forward

#### 4. **Grad Studies and Student Insurance Update**

- Janine brought Andrew up to speed with what the committee has been discussing and the concern of having knowledge of this without the Grad Students or Faculty mentoring group being aware.
- Andrew stated those grad students who are hired under a Faculty Grant do have institutional coverage as they are treated as employees of the institution.
- Grad Student Field Work Insurance Website (supplied by Lesley Robinson who has a son attending U of C) <<http://www.fieldoffice.ualberta.ca/en/Planning/Insurance.aspx>>
- **ACTION:** Andrew to post this information re: no liability insurance for grad students in the field to the Grad Study website and inform current students. Andrew will work on this issue with Stacey and keep the committee up to date.

#### 5. **Pilot of Ozonator cleaning system/s337 by Warren Asuchak, Facilities**

- In limbo - coming this week - will let everyone know when that's going to occur.

#### 6. **S365 and S360b Inaudible Fire Alarms**

- Gordon spoke with Gord Setka and a work order is in to get bells installed in s365 and s360b.

### D. **New Business**

#### 1. **Fire Drills, Muster Stations**

- Fire drills will take place September 26<sup>th</sup> & 27<sup>th</sup>.
- Stacey was asked where the muster stations, exits, etc. in Old Main will be due to construction.
- The plan is that when the fire bell starts to ring, construction will stop, workers will leave their construction site and go to their muster station. Once they've left the site it's no longer considered an active construction area. Students and staff in A block will exit and go to their muster station.
- **ACTION:** Stacey will make an announcement this week.
- **ACTION:** Janine will let everyone know at Faculty Council if the announcement does not occur prior to Faculty Council.

#### 2. **Rules of Egress:** Andrew asked if a basement with one exit path and a window be used as an office? (House 6/7)

- **ACTION:** Stacey to send question to Arlene Ball, fire inspector.

#### 3. **WCB - New Anti-Harassment Policy**

- Effective July 1, 2013: accepting claims for mental distress, which includes, bullying, harassment, etc.
- Stacey and Gordon are attending the workshop with Labour Relations managers.
- Used to be that if you experienced a traumatic incident, WorkSafe would cover claim for mental stress. This new procedure is more of cumulative type stresses.
- **ACTION:** Stacey and Gordon will report about the workshop at the next meeting.

### E. **Reports**

#### a. **Health and Safety**

- No report.

#### b. **Incidents**

- No incidents to report.