

Walczak, Sonia	AHT	P										
Wood, Ricky	Resp	X										

1. Adoption of Agenda

APPROVED AND ADOPTED: Wendy McKenzie

SECOND: Colin Taylor

Additions/Changes to agenda: None

2. Review of Minutes from June 28th, 2017 Meeting

ACCEPTED: Colin Taylor

SECOND: Jane Horton

3. Old Business

(a) Microbiology Lab – Biohazardous Waste (Peter/Tim Crowe)

Peter F. And Tim C. will continue follow-up with custodial services. Renovations to Science building are continuing

ACTION: Peter Fairman and Tim Crowe will work out final details of waste disposal with L & J Diamond custodial services supervisor and will be teaching new protocol to custodians.

(b) Old Chemical Storage Facility (Trent/Peter/Stacey)

Completion of facility is not complete. There are many concerns with the structure and possibly stability.

ACTION: Stacey to check into structural details and possible problems (internal walls are separating in new facility) and report back to committee at next meeting.

ACTION: Trent H. to inquire and give a full update on the Chemical Storage facility

ACTION: Chair, Colin Taylor recommends a tour of the new CSF.

(c) Sign-offs (Peter)

Safe Work Procedures – sign offs after a procedure or SOP (*sign off deciphered as: “training completed and understood with paperwork to support completion”*) need to be established for all of TRU for safety and school protection. This method of signing a document, storage of the document and creation of the template is being implemented. Currently Nursing and Science have many SOP’s in place, but recognition of other areas of safety concerns in nursing and science need to be brought forward to this committee and details worked out with Peter Fairman.

ACTION: Colin Taylor to send email to the Nursing Dean, Dean and Associate Dean of Science to discuss with department chairs, to identify possible risk areas that require safety procedures and training. Chairs to discuss with their departments and report back to Health and Safety Committee through their designated representative for action and implementation of the *sign off*.

ACTION: Peter F. to work with the departments (once risk areas have been clearly established) and create template/s that are relevant to individual departments that need evidence of safety training completion.

Note: This procedure will be invaluable to graduates from TRU when employed in industry etc.

(d) Contractors on Campus (Colin)

ID Procedures. Issues of Contractors on campus were discussed. Clean up of areas. Children in the building was also discussed, Dean of Science is in contact with Glen Read regarding problems with renting building rooms without informing Deans' Office. No policy yet for staff wearing name tags on campus – voluntary.

ACTION: Stacey to talk to Warren A. in facilities about contractors cleaning up their areas, keeping areas safe and ID procedures. In the meantime, if there are issues, please use the “TRU Safe App” – take a photo of offence and send to facilities. Safe App, report concern, email photo/video, Take Photo, Use Photo, change email from security to facilities@tru.ca and send

(e) Other REMINDER

Nursing, Respiratory and Animal Health, please remind Clinical Coordinators/Educators to please complete incident reports of any injuries while students are in the practicum setting. Please forward to SEM immediately.

4. New Business

a. Traffic and Parking (Colin Taylor)

Vehicle line-ups and pedestrian safety concerns due to on campus road work was brought up. City is changing the light timing of useable entrances and they are near completion. Pedestrian concerns around our building with unfinished construction projects which will still be in progress at the start of classes September 5. More concerns regarding parking lots around the science building, it is hoped they will be freed up by start of classes and it is safe to walk around the Ken Lepin Building. Fire stations are ok and free at the Ken Lepin Building in the event of a fire. A questions was asked what number of decrease in parking spots there was. E lot not available right now, but will be by December. Consider asking shopping centers to rent parking spots? Discussed at length.

ACTION: Ancillary is looking after parking and Facilities (Warren A.) is looking after traffic.

b. New Chemical Storage, Labelling and Inventory System (Trent)

Please refer to attached document submitted by Trent Hammer. A new and efficient method of storage, labelling and inventory of chemicals onsite was looked into by Trent Hammer (attached document). 1. Working with SEM – storage of chemicals, relabelling needed with 2. New software recommended, as currently there is no formalized program. 3. Storage facility needs shelving and cabinets, once it is determined what needs to be put in storage. This should be a campus wide system to include all areas that use chemicals. The original software, ARCHIBUS is meant for pumps and motors, not chemicals. Other universities are using different systems. This should be a campus wide cost. HECHMET system was recommended by the College and University Safety Association. It is a matter of funding to purchase and integrate the system. A Coop student could be hired to make the changeover.

ACTION: Trent to keep committee abreast of this project

Note: Remind members of your departments to complete the online WHMIS for new employees, students, TA training etc. – the 2015 program is now in effect.

c. Incidents

A big thank you from Stacey to all volunteers during the fire evacuations – TRU could not have done it without all the volunteers. TRU is not an evacuation center now, as we are in full operation with students in a few days. If any new/current fires affect our campus, emergency procedures have been set up for this. Air quality was discussed, and Stacey felt they did the best they could to protect and guard employees against possible problems with HEPA filters, air cleaners, etc. Personnel that worked outside were provided with masks and told to work in 20 minute increments as examples.

d. **Other**

Susan Purdy requested a member from the committee volunteer for the JOHSC (Joint Occupational Health and Safety Committee), as she was stepping down. Ricky Wood volunteered for this position. Thank you Ricky for taking on this job. **ACTION:** Susan to pass on all information regarding the JOHSC committee to Ricky.

e. **Meetings – Colin Taylor**

S270 will be used for future meetings, and Colin hopes to have meetings the last week of the month on Thursday mornings.

ACTION: Colin to send out doodle poll to find availability of members for future meetings.

Meeting adjourned at 10:55 a.m.

Next Meeting TENTATIVE September 28, 2017, Thursday, S270, 10:00 am.