

**Faculty of Science and School of Nursing
Health & Safety Committee
Mon 11.18.2013 - MINUTES**

Attendance Aug-Dec 2013

Meeting dates and times➔			8.27	9.23	10.7	11.18	12. 16	2013-2014 Members
Chan	Janine	Resp/ Chair	☐	☐	☐	☐		
Ford	Laura	Nursing	■	■	P	P		
Hammer	Trent	Chemistry			☐	☐		New member
Jyrkkanen	Stacey	OH&S	☐	■	■	☐		
Karpluk	Janice	Admin						No need to attend
MacKay	Andrew	Grad Studies Bldg	■	■	■	■		
Maurits	Gordon	OHS	☐	☐	☐	☐		
Noyes	Heather	Resp	■	■	■	■		
Prescott	Walter	ARET/OM	■	■	■	☐		
Purdy	Susan	Bio	☐	■	☐	☐		
Reed	Norm	Chem	■	■	☐	☐		
Robinson	Lesley	Math	■	☐	■	■		
Schumacher	Janie	U Prep	☐	■	☐	☐		
Sorensen	Jacque	NRS	☐	■	☐	■		
Taylor	Colin	Physics	☐	■	☐	☐		
Urban	Joanna	Micro			☐	☐		New member
Van Wagoner	Nancy	Geology	■	■	☐	■		
Walczak	Sonia	AHT	☐	■	P	P		
Dallas	Donna	Secretary/Minutes	☐	☐	☐	☐		

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

Inspection Reminders

- Fire Equipment Check Sheet Due Monthly - send to Gordon.
- Department Inspections Due: Jan, March, May, July, Sept, Nov.

A. Adoption of Agenda

Added agenda items

- Link to RT Inspection sheet broken (Janine)
- WHMIS for work study students (Sue)
- Lights turning off in labs (Joanna)
- Worksafe for Harassment Regulations (Stacey)

B. Adoption of past Minutes (Oct 2013)

C. Business arising from past minutes:

1) Chemical Storage Bunker: any further updates?: Stacey

I am working on the cost with Lincoln. We know that UBC-O paid \$85,000 for a very large bunker that has heating/cooling abilities. We could consider a smaller one with temperature control abilities, but we still need the services of a consultant for choosing an optimal location (distance from the building; how to build into the hillside). This service carries with it another cost. We could also renovate the existing one bunker but it still does not address issues and safe transport of chemicals, especially in winter. We are looking at the savings of one option vs. the other and addressing issues of safety.

Discussion around putting this into the capital plan: it's not only about safety in this building. There are other departments near by and the public walking past the current bunker. So we need to get that message across.

The chemical storage room (room off of 267) stinks again. Janine (1) confirmed w/ Lincoln that the air intake from this room has been closed off to the building so this air is not being recirculated to the building (2) spoke w/ Tom O'Byrne about this and he put on an emergency back up power that vents the chemical cabinets. There is an urgency to this whole process of chemical storage in this area and to those who are exposed to low levels as they work.

Trent/Norm to act as resources for Stacey as the bunker proposal is drafted.

ACTION: Stacey, Norm/Trent draft the bunker proposal

2) **Yellow Phone Signage Done?: Gordon**

We have sent a recommendation to have the phones replaced, but we were asked if we really need to do this. Stacey has gone through and put "repair or replace" sticker on each one. At this point none of them are working – also, the new ones just have security and 911, there is no key pad.

Payphone (2) location in Science w/ free security access alert buttons: one in S275 (computer lab beside Bean Me Up, in corner behind microwave and vending machine) and one in the entrance from College Drive to where office S150 is located.

3) **Evening entry doors locked/ Any changes?: Nancy**

Deferred – Nancy not here

4) **S231A Smells update (Nancy reported this problem at the last meeting) : Tom O'Byrne contacted by Janine (11.14.13)**

We still don't have a good environment because we have one prep room and we are getting just band aid fixes. We are trying to put a whole package together to present (Lincoln is the HVAC person).

5) **Chemical protocol for storage. Norm to write/share w/ Gordon and Committee. Update?: Norm**

The biggest risk is if we have chemicals stored that the seal is broken and it has allowed evaporation to occur. Depending upon the chemical, if jarred, it could explode. So we need to be proactive. Norm handed out a list of the chemicals we have and inspect (Group B) which is bolded on the sheet. Some come with expiry dates and others don't. We need to survey them periodically so that we avoid formation of peroxide crystals and evaporation into an explosive substance. Going forward (turn to page 3) we have a proposed a new TRU protocol that includes labeling and test strip use each time a chemical is used. The strips will test for diethylethertetrahydrofuran (evidence of peroxide changing). We are ordering the peroxide test strips in December. If an expiry date is reached or the test strip substance is present, the chemical will leave with the next chemical disposal. Preliminary protocol document has not been passed by the Chemical Group yet. Final copy of the protocol will be mailed out by Donna to all working in that department, including sessionals. (Aldrich website was used as a source for the document).

ACTION: When ready, Norm to send approved, final copy of protocol to Donna to send out to appropriate faculty.

6) **S271 Fume Hood to be ON continuously in power outage update: Janine**

Work order has been sent to Lincoln. Is this for the project room and the chemical storage room – for clarification is this for S267 ? It's for both.

From Tom O'Byrne :

- (11.18.13) **s271 Fume Hood:** I have created a w.o. for the electricians to put the heat pump on emerg. power and the exhaust fan. I will check with Gord but they may not be able to put these fans on emergency power.
- (12.10.13): “ **s267 Room Ventilation Fan:** I put it ON, on the timer. It will now stay on until someone shuts it off. “

7) **Fume Hoods Needing to be ON continuously:** List from committee members (deferred to next meeting)

8) **Downspout missing from OM Roof B (SouthEast Corner) update: Gordon**
They did replace – haven’t checked it yet to make sure it’s working

9) **Museum Fumehood (off of classroom s372) In-Op Update: Jacque**
ACTION: Susan will check on it – Jacque not here

D. New Business

1) In S273 the far fumehood, the light is burnt out: Trent

Someone from facilities checks the air flow every spring, we should have them check the lights too – please add to your inspection list. Perhaps we should have Facilities representation on this committee.

Action: Trent to contact Facilities re: burned out light. **ALL Committee Members:** check fume hood lights on your departmental inspections. **Gordon:** Add this to the inspection sheets for areas w/ fume hoods.

2) WHMIS for work study students: Susan

Workstudy students start at different times of the year. How to get them certified in WHMIS? All paid employees of TRU (includes workstudy students, TAs) must be WHMIS certified. There is a WHMIS site to take a course and get certified, but it costs ~\$30, which would be paid by the department. You can send Stacey their names to get it set up. TA’s certification doesn’t expire: you just redo the worksheet every year.

Ideas from Stacey on how to make this certification available/smoothen transition: put it online, hold a train the trainer course, then you can put on WHMIS training ourselves in this division (eg. every department should have a WHMIS trainer).

ACTION: Stacey to look into the cost and if our Continuing Education department offers it and will ask her new boss, Director of Risk Management who will be hired and on campus as of January 28, 2014

3) Worksafe Regulations – Harassment Bullying : Stacey (deferred to next meeting)

E. Reports

- **Health and Safety: no report**