

**Attendance August 2018 – June 2019**

✓=Present

P=Proxy received

A=Absent

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

1	<p><b>Meeting Called to order</b> – by: Tim Crowe at: 9:34 am  <b>Motion</b> to adopt agenda by Peter Fairman, seconded by Christine Miller</p>
<b>Review of Minutes from September 26, 2018</b>	
2	<p>No Additions/deletions to the minutes –  <b>Motion</b> to adopt <b>September 26, 2018</b> minutes by Peter Fairman, seconded by Christine Miller</p>
3	<b>Old Business (from September 26, 2018)</b>
Dayton Shaw	<p>a) <u>New Chemical Storage, Labelling &amp; Inventory System</u></p> <ul style="list-style-type: none"> <li>• Animal Health - need flammable cabinets and labelling</li> <li>• Visual Arts – Dayton will follow up</li> <li>• Horticulture- No reply from Ernest Dayton will try Cameron Lyndsey</li> <li>• Water Treatment Plant - need cabinets Dayton will follow up</li> <li>• Trades regularly turned over, Class 2, flammables, need to do regular inventory</li> </ul>
	<p>b) <u>Sign-offs:</u></p> <ul style="list-style-type: none"> <li>• Example from Colin Taylor (table until next meeting)</li> </ul>

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	<p>c) <u>Office Security</u></p> <ul style="list-style-type: none"> <li>• New lock and code for mailroom and photocopy room (Colin) – need to find out what budget it will come from – will talk to Tom</li> </ul>
	<p>d) <u>WHMIS Training</u></p> <ul style="list-style-type: none"> <li>• Martin emailed with Gordon – Chemistry has its own training... thinking of shortened version</li> <li>• Discussion on certificates not transferable – are they worth it? yes, still a training experience</li> <li>• Discussion on 1<sup>st</sup> year students</li> <li>• Changes in WHMIS after December</li> </ul> <p><b>Action:</b> Chemistry to do its own training – leave it for staff to initiate and recommend to students.</p>
	<p>e) <u>Smoking Near Entrances</u></p> <ul style="list-style-type: none"> <li>• Aaron Ladd (Allied Health) will not present at an upcoming meeting</li> <li>• Cannabis Policy - smoking not allowed on campus</li> <li>• Education campaign only right now</li> <li>• Security deals with smoking cannabis</li> </ul>
	<p>f) <u>Concerns for pedestrians/cyclists/vehicles near Science Building due to construction</u></p> <ul style="list-style-type: none"> <li>• Exiting campus, pedestrians on Dalhousie, long term plan</li> <li>• Crosswalk at _____ not designed well – will have look at it...</li> <li>• Emergency Fire Access – gate can be moved to allow emergency vehicles</li> <li>• In event of evacuation – must exit by foot – needs to be a policy –</li> <li>• Need incident reports to take action</li> <li>• <u>Handicap Parking</u> <ul style="list-style-type: none"> <li>○ Concerns over steep ramps to stairs, lack of handicapped parking</li> <li>○ People abusing handicap parking</li> <li>○ Building has accessibility issues – go to Bryce Parks</li> <li>○ Handicap parking based on number of Toll spots</li> <li>○ Building has accessibility issues</li> <li>○ Peter will contact Bryce Parks and Tim to follow up with Peter</li> </ul> </li> </ul>
	<p>g) <u>Emergency Marshals</u></p> <ul style="list-style-type: none"> <li>• List of Emergency Marshals in Ken Lepin Building</li> <li>• Do we need to recruit? Stacy has list</li> <li>• Need a list of who did the Marshall training</li> </ul>
	<p>h) <u>Scent reduced Awareness</u></p> <ul style="list-style-type: none"> <li>• Reduced scent awareness through Wellness Centre</li> <li>• Trying to get a policy since 2004</li> <li>• Janine Rostron will look at other institutions</li> </ul>

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	<p>i) Excess Chemicals (in WL)</p> <ul style="list-style-type: none"> <li>• Dayton to follow up on waste disposal</li> </ul>
	<p>j) Laser Safety</p> <ul style="list-style-type: none"> <li>• Peter - hand outs _____ on Laser Safety readings</li> <li>• Discussion on Policy – Class 2 meters</li> <li>• Peter wants opinions- needs numerical values to calculate safe distances for specific lasers</li> <li>• Don't have list of kinds of lasers used here</li> <li>• Question on litigation – children can sue</li> <li>• Goggles for laser use</li> </ul>
	<p>k) Committee Membership</p> <ul style="list-style-type: none"> <li>• Tim can fill Microbiology Rep</li> <li>• Don't need a Math Rep, sent memo previously and no reply.</li> </ul>
<b>4</b>	<b>New Business</b>
	<p>a) <u>Safety Website Out of Date</u></p> <ul style="list-style-type: none"> <li>• Peter to look at it and update</li> <li>• Tim and Peter to look over power-points and split up between Tim Jamie and Colin to revise</li> </ul>
	<p>b) <u>SHSC Terms of Reference</u></p> <ul style="list-style-type: none"> <li>• Discussion on voting</li> <li>• Currently not following any rules, but is working fine – do we need to change? NO leave as is</li> </ul>
	<p>c) <u>Other</u></p> <p>Invite student – Wil _____?</p>
	<p>d) <u>Incidents</u></p> <ul style="list-style-type: none"> <li>• none</li> </ul>
	Next Meeting November 28, 2018
	<b>Adjournment</b>
	Meeting adjourned at 10:35 am