

### Attendance August 2019 – June 2020

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug Sep 5	Sep 25	Oct 30	Nov 27	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	A	Y	Y							
Trent Hammer	Chemistry	Y	Y	Y	Y							
Colin Taylor	Physics	Y	Y	Y	Y							
Timothy Crowe	Micro	Y	Y	Y	Y							
Sonia Walczak	AHT	A	A	A	A							
Wendy McKenzie	Nursing	Y	Y	Y	A							
Jamie Ushko	Biology	Y	Y	Y	A							
Janine Rostron	Respiratory Therapy	Y	Y	Y	Y							
Christine Miller	UPrep	Y	Y	A	A							
Marten Lettinga	Chemistry	Y	A	A	A							
Jacque Sorensen	NRS	Y	A	A	A							
Sheri Watson	NRS	A	A	P	Y							
Nancy Van Wagoner	Geology	Y	A	A	A							
TBD	Student Rep											
Resource members												
Sarah Martin	AD, OSEM	Y	A	Y	Y							
Tara Langley	Recorder	Y	Y	Y	Y							

1	<b>Meeting called to order at 13:27</b>
2	<b>Motion</b> to adopt agenda by Lucille Anderson, seconded by Janine Rostron
3	<b>Review of Minutes from October 30, 2019</b>
	No changes needed.
4	<b>Motion</b> to adopt <b>October 30, 2019</b> minutes by Timothy Crowe, seconded by Lucille Anderson
5	<b>Old Business from October 30, 2019</b>
	<p>a) <b>New chemical storage, labelling and inventory system:</b>                      Sarah requested budget money to buy program then was told not to expect any money, however sent the request in anyway. Tim: Hazardous waste pickup forms are due Friday Nov. 29<sup>th</sup>. We are getting rid of any chemicals older than 2000, will help for future inventory system. Actual pickup date sometime in December.</p> <p>b) <b>Office security:</b> Trent wasn't able to bring up at Faculty council meeting. Table to next term.</p> <p>c) <b>Emergency Marshals:</b> Trent has list from Stacey. Biology has two (Nancy &amp; Jamie, however Jamie is not yet trained), Resp has Janine and Cael. Currently Science has more than any other building already: remove from agenda. Tim found fire extinguisher emergency marshal checklist on TRU website, could be updated for what actually needs to be done monthly: if they are old, they should be tipped to</p>

mix powder to prevent settling, Hydrostatic testing should be done every 5 years but Sarah will verify frequency. **ACTION: When new term comes, new marshals will be trained. Janine will remind Stacey that she's been trained already.**

e) **Hand sanitizer stations:** Sarah emailed facilities Nov. 6<sup>th</sup>. Warren gave Janine background: 2009 stations were installed due to H1N1, we were given extra money to cover cost. Following year they were phased out but Science wants them back. Warren asked Mark from West Clean about funding costs, he will install and maintain. Mark said they can supply Purell alcohol sanitizer at no charge. Other options are wipes and foam sanitizer with mounted wall holders. Dispensers are free, facilities will pay to keep them stocked. Who will monitor amounts in bottles? How many are needed? **ACTION: Janine made list of locations and will count specific total number.**

f) **Hazardous Chemical Use Manual (guidelines/criteria):** Timothy has looked into UBC guidelines but table to next meeting.

g) **Concern for the potential for repeat chemical spill in faculty hallway:** Procedures: Sarah sent them out and Tim sent them to everyone. What about chemical spills within labs? **Action: Sarah will check for the specific guidelines and send to Timothy.** Timothy wondering about "Verification of understanding, documentation to be kept by..." wording. **ACTION: Sarah will clarify with Gordon about that.** Chem labs have buckets with gloves, instructions and supplies for cleanups. Inventory is listed on the bucket.

i) **Mold at north entrance near Science office:** Timothy: Janitors put the carpet back over grates and he got them to remove it. Sarah hasn't gotten a reply from Facilities. **ACTION: Timothy will put Archibus in for getting carpet strips replaced. Timothy will email janitors to replace mat just above the grate so it will catch extra mess.**

j) **CL2 Lab** – Sarah: Fobs are being re-programmed for Faculty with double tap feature which leaves door unlocked for specified amount of time while in the class. Double tap to lock the door on the way out. CL2 lab needs inspection done in January 2020. Sarah is refining checklist form for this.

k) **Committee Terms of Reference:** Timothy sent TOR out, questioning if there are changes needed. Part of updating will be if we want to add or remove student rep. JOHSC has TOR outline that was updated in 2017 on oneTRU. Timothy found old TOR outline regarding building specific committees updated in 2016, would like to update Health and Safety TOR perhaps adhoc committee. **ACTION: Timothy will look through oneTRU to see if this outline is updated on there also.** Colin has new Faculty Council TOR updates, can circulate for ideas to update ours? **ACTION: Sarah will look at Trades TOR to and send copy to Colin. Anyone that has other sample**

	<p><b>TOR docs send to Colin for ideas and he will draft new one for this committee. It will a need new title also as Nursing is leaving.</b></p> <p>l) <b>Student lab attire – Trent/Biology:</b> Lucille spoke to Biology that if there is a dress code, please enforce it within department labs. Chemistry is trying to enforce also. Remove from agenda. <b>ACTION: Each department will take care of enforcing their own dress codes.</b></p> <p>m) <b>WHMIS- Sarah:</b> Reminder students and new faculty and anyone that hasn't done Whmis 2015 training to let Sarah know and she will arrange as it is free.</p>
<b>6</b>	<b>New Business</b>
	<p>a) <b>Microbiology lab rep:</b> Timothy is not rep anymore, we want to request one (staff or faculty) <b>ACTION: Timothy will email Nancy for this.</b></p> <p>b) <b>Air quality in chemistry labs 269, 267, 261:</b> Stinks and is getting worse. Timothy trying to figure out source, Warren tested for mold, but was none. Facilities wants to get rid of old wood frames around sinks over Christmas, changing filters, cleaning ducting, adding carbon. Did only two rooms and now other one is getting really bad. Initially happened week of before Remembrance day. Running air purifiers 24/7 for past two weeks but still smelling. Possibly in women's bathroom too now. Smells like fresh dirt... but some aren't noticing it. Could source be third floor soils lab? Ongoing investigation</p> <p>c) Week of Dec 16<sup>th</sup> bring treats to next meeting? Trent would like to do traditional baking exchange. <b>ACTION: Trent will send out email to everyone to sign up for cookie exchange.</b></p> <p>d) <b>No additions</b></p> <p>e) <b>Incidents- Sarah (all):</b> 1 Staff near miss (slipped outside but no acute injury). 8 student first aid (1 cut, 2 burns, a few medical issues, slips/trips/falls). Discussion regarding the McGill traffic corridor.</p>
	Next meeting TBA
<b>7</b>	<b>Adjournment</b>
	Meeting adjourned at 14:07