

**Faculty of Science & School of Nursing
Health & Safety Committee Meeting
August 27, 2015 Minutes (at Duffy's)**

Attendance Aug 2015-June 2016 (X = present)(A = absent)(P = proxy received)

Meeting Dates		8.27	9. 24	10.	11.	12.	1.	2.	3.	4.	5.	6.	Notes
Chan, Janine	Resp	X											
Ford, Laura	Nursing	P											
Hammer, Trent	Chemistry	X											
Jyrkkanen, Stacey	Safety & EM	X											
Prescott, Walter	ARET	A											
Purdy, Susan	Biology	X											
Lettinga, Marten	Chemistry/ Co-Chair	X											
Robinson, Lesley	Math	A											
Schumacher, Janie	UPrep	A											
Sorensen, Jacque	NRS	X											
Taylor, Colin	Physics /Co-Chair	X											
Urban, Joanna	Micro	A											
Van Wagoner, Nancy	Geology	X											
Walczak, Sonia	AHT	P											
Duggan, Bunny	secretary	X											

Inspection Reminders

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

A. Adoption of Agenda: ADOPTED

B. Adoption of past Minutes (June 2015): ADOPTED

Correction: Working Alone After Hours – corrected should read “outside 0700 – 1900 M-F and ALL DAY Saturday and Sunday”

C. Old Business

1. Working Alone Protocol (WAP):

- a. Update/Corrections to Divisional Report on # of Students working alone Wtr 2015 and projected for Fall 2015:

Area (Member Reporting)	Currently (Wtr 2015)	Future (Fall 2015-Wtr 2016)	Security Aware ✓ Faculty on-call ✓ Sign-In/Out ✓
1. SON (Laura)	0	Possibly hiring TA's	----
2. ARET (Walter)	50 students at night	50 students at night	Security ✓ ;List of Names for Access ✓
3. Resp Therapy (Janine)	80 students at night	80 students at night	Security ✓ ;Sign In/Out ✓
4. NRS (Jacque)	2	2	Security ✓ & ID for access to study areas ✓

5. AHT (Sonia)	4-6	4-6	Faculty Weekends ✓
6. Chemistry (Trent)	2	2	??
7. Biology (Susan)	4 Work-Study	4 Work-Study	??
8. Physics (Colin)	0	1 Directed Studies	Observatory (nights)(duh) Security ✓ ;Sign In/Out ✓

Working alone after hours information will be going to the next FLC Meeting. Janine to give the information to Dennis A. for discussion. Stacey reported that Security knows most long term staff at TRU, but needs sessionals, students, temporary employees etc. identified. Other Universities wear their ID cards. This would need to be mandated by the Dean to be effective. Science could take the lead on this and set the standard for the University. The group decided that majority of faculty/staff on campus would not comply unless it was mandated by the Dean. It was mentioned that work study students in one department have their photos taken and are posted where security can see.

Recommendation: Each department needs to let us know how many working alone students they have.

- b. FLC response to Student ID being worn afterhours
Wait for response. Jacque says her students have to have their ID currently to show security and are asked to have it on them when working after hours. List of names of students and photos are posted on door specifically for security. This item will discussed at an upcoming Science FLC.
- c. Location of card punch **ACTION: Janine**
Janine going to re-contact bookstore and was waiting to hear back from them. Trent suggested that an email regarding working alone policy be sent to supervisors, mention name tags at this time along with the working alone policy and the new WHMIS 2015/GHS system.
- d. Establish Eduroam Account for easy access WIFI for **Security ACTION: Stacey**
Question was asked if security has been told to use this, Stacey to talk to security regarding using Eduroam for access to WiFi on campus.
- e. **Repeat Announcement for Fall 2015: All Science Division Employees (Faculty, Staff, TAs, Work Study Students) Working Alone After Hours (After hours = outside of 0700-1900 M-F and ALL DAY Saturday and Sunday)**

Working alone after hours and checking in on the online system. Establish after hours as daily, Sunday to Sunday. It was suggested that separate announcements besides the minutes be sent out to everyone. After hours are any hours outside of 7 to 7 and weekends. Anytime on weekends log in this means.

ACTION All Faculty and Staff: To let Security know your whereabouts afterhours, fill in the electronic form found at myTRU.ca/ Employee Resources/ Lower Left Hand Corner: Working Alone. Thank you for your efforts to keep your time on campus a safe one!
Occupational Health and Safety Department (New Name: Safety and Emergency Management or "SEM")

2. TRU (Kamloops) NEW Chemical Storage Unit (CSU) : Continual Update until completion by Safety and Emergency Mgt (SEM) ACTION: Stacey

Stacey met with Les over the summer (mid-July), he had final information for the plan to get the RFP together, this still hasn't been completed last Stacey checked. Les has to apply for building permit from the city, he hasn't been able to start this. At this point it is now known where the nursing building is going so he may be able to start. Chemical storage unit behind 267A, Bunker money must be spent this fiscal. Suggestions that it be done now as weather is conducive as there are doors that need to be knocked out etc. Stacey felt that it may not get going in this tight time frame. Les has it on his plate and he is working on it now. Stacey will follow up again with Les.

3. TRU (Kamloops) Campus Chemical Storage Discussions

- NRS Research House Ethanol Storage: **ACTION: Stacey & Brian Heise**

Stacey – no ethanol to be stored on campus outside of the bunker and flammable chemical storage cabinets in S267A. This is a long time issue as apparently there are small quantities on campus according to Gordon M. There is a fume hood available that is not connected yet. It is necessary to look into this matter TABLED Stacey to ask Gordon.

4. **TRU (WmLk) Campus : Chemical Storage, Inventory Assessment, WHMIS Signage, Chemical disposal**
 - a. **Chemical Storage Issues (Marten Reports): TABLED**
 - b. **Inventory Assessment: ACTION Trent/Marten: TABLED**
 - c. **WHMIS Signage: ACTION Trent, Marten, Randy Underwood**
 - d. **Chemical Disposal ACTION Marten and Grace: TABLED**

Marten hasn't contacted Randy Underwood from the WL Campus SEM (O, H & S) Committee yet. Trent to email Marten with the old WHMIS signage. WL Campus Chem disposal taken care of, presumably picked up. Marten will email Grace Simpson to see if it has been picked up. TABLED

5. S269: Ground Fault Outlets Installation by Facilities (Nov 18, 2014 (WOHS81798))

- **ACTION Janine:** Work Order: # 84987 Tabled until complete
- Janine has emailed Warren for an update, has not heard back. Marten had some connection questions on this item. TABLED

6. NMR and visual hallway alarm: Items currently being addressed by Trent

- Nitrogen measurement:
- Wall Signage
- Sensor calibration
- Alarm system: audible & visual
- Risk Assessment and Safety Procedure write up

• **TABLED until completed by Trent.**

7. TRU 3D Printers (ARET, HOL 405 , Physics S264) Acquisition & Ventilation Issues

TABLED – Stacey to discuss ventilation issues again if needed. Susan had some concerns about the type of plastics. Janine says scents are pretty strong from the plastics. Good ventilation should be a priority for these. Two 3D Printers: one in Physics and one in ARET. Fume exposure is a concern. Be proactive instead of reactive. Both staff that were using these printers, Mindy and Lesley, developed some respiratory problems as the printers were not vented properly.

Stacey noted that equipment is sometimes purchased without any considerations or any kind of safety protocol. When issues arise they should try to accommodate and put ventilation in to begin with. This can be costly and demanding on TRU staff especially when it becomes an urgent priority due to health concerns. Protocols should be put in place before items are purchased. Risk assessments needs to be completed and TRU Facilities/staff should be consulted (eg. test ventilation) before purchasing. Question that needs to be addressed: "Who pays for costs to accommodate new 3D printers".

Perhaps, Jacquetta Goy (TRU Risk Manager) may be able to do something; but she needs information first and research about the equipment since there are many variables to consider.

Related issue: Science building has rooms that need to be vented. fume hoods have no flow control. What are other post-secondary institutions doing about this?

Walter P. already looked at 3D Printers and presented a report. 3D printers should come with safety information. There are no real safety concerns right now. All types of printers should not be close to anyone, some staff have regular printers in their offices. Environmental Sustainability Committee would like to remove individual printers off desks. Susan says it is voluntary: when purchasing personal printers they will not be removed but they are not healthy for a number of reasons. Desktop printers will be recycled, talk to James Gordon to get rid of them. Color printers are expensive. It is being looked at to have large color printers in the main offices. This issue will be dropped for now.

8. Field Trip Package Adhoc Committee

Document submitted: Steve Joly, Susan Purdy, and Jacque Sorensen met. The goal to streamline or trim down this process, making it more comprehensive so that instructors can complete it once at the beginning of the course. It is not the intent to change the process (based on legal advice) but to make the process more efficient while applying due diligence. A brief description of the guidelines (attached to minutes) was given by Susan and Jacque and they felt this process would increase efficiency.

Donna Dallas Martin was consulted about storage of confidential documents in the main office but these forms are needed by instructors not by the Main Science Office. Digital storing, lock up of confidential documents and when do these forms need to be destroyed (at the end of the semester or kept on file for a set time period) was also discussed. Once approved, the package with forms can be downloaded from the TRU website. Ask Jacquetta if waiver forms can be included in the course outline and whether for under 19 students, waiver forms can be emailed by the students to the parents for them to sign electronically.

A lot of personal detail is on the forms and it must be kept confidential. Medical information is the main issue and we need to know whether a common binder could be stored securely in the main office. Before meeting with Jacquetta on this issue, an email vote is needed to meet with Jacquetta.

ACTION: Contact Jacquetta to approve the use of these new forms and the new “trimmed” down process with confidentiality of students is main concern. Email vote on this is needed first.

9. Concrete stairs front of Science needing repair:

Stairs completed. Anti-slip stair nosings also completed. Remove from next agenda.

10. Campus Storage Area Break Ins:

ACTION: Stacey

Perfect timing as the RCMP were on site recently for crime and prevention. TRU facilities Cameron Lindsey and Stacey from Safety and Emergency Management, had a meeting and walked the campus with the RCMP, looked at areas of concern. Found quite a few areas of concern on campus. Animal Health Storage compound, not well lit at all, made number of recommendations for AHT, and other areas on campus:

Cameras for watching animals at night for Animal Health area. Cameras should be in obvious places to deter and prevent, not hidden. Stacey and Lindsay will be writing up reports on the visit. RCMP to return to campus at a later date in the Fall to visit sites in the evening.

Cameron Lindsey from Facilities, Ken from security, Stacey from SEM, and Warren Asuchak from Facilities are on the committee. Discussed security due to theft of equipment. Steel containers for securing equipment was suggested but they have to be new ones which are too expensive. Deductible is \$10,000, so any equipment that is stolen under that amount is hard to replace for fiscal reasons. Stacey to meet with Jacquetta next week to discuss this and let her know what was found on meeting with RCMP and walkabout. Jacquetta is in charge of security and camera. Security cameras are used for taping but nobody monitors them. Fire issues are also a concern. Stacey plans to invite the fire department on campus to check for safety concerns.

11. Urgent/Emergency Campus Communication System Update

Action: Sonia

Prevention is the key to avert problems. Sonia needs to discuss if there is a crisis on campus and she should get back to Stacey regarding this. Stacey has two names to call in event of emergency in AHT to contact these people regarding Animal Safety. Dean of Science is on this list also. Every Department should have their own emergency procedures. Dennis Acreman is in charge of the emergency contact fan out list.

D. New Business

1. Nursing department S333 need fire extinguishers – and S335

ACTION: Janine

No fire extinguisher S333 and S335 is located in the wrong place, not available.

Stacey suggests to call facilities and put in a work order, Janine going to call Laura to let her know to do this. A work order has been created #87452 by facilities.

2. Animal Health – yellow dumpster next to AHT has been pulled, but is needed

Cannot haul waste up the hill to facilities twice a day, need the yellow dumpster back. Stacey working on solution, it is in progress. Stacey gave history on campus dumpsters and waste removal. Stacey, James Gordon, Dean and all animal health faculty had a meeting. Dean only there for part of the meeting. Hauling stuff. **Committee to write letter of support to return yellow dumpster to AHT.**

3. Garbage concern - Nancy Von Wagoner

Two Recycle bins close to her in Science. Call James Gordon for concerns.

ACTION: Nancy to call James Gordon

4. Letter in support for new Nursing Building – proposed by Janine

Decide how to bring items in and out/ receiving area. Currently, East end of Science building is being used. We should have

a proper freight elevator. Health and Safety (SEM) and Risk Management should be on the committee for the new building.

5. WHMIS 2015 system - Trent

Need someone to provide training to students. Students shouldn't have to pay. Stacey trying to find someone to do this but it could cost \$60 per person. Stacey suggested developing an online program. Through OL. Work-study student could help Stacey with design, time permitting.

The budget for Safety has been reduced. Stacey will be coming to Science Safety Meetings by herself now. Gordon M. will be attending Trades Safety Meetings now. Safety concerns may take more time to be addressed.

E. Reports and Incidents:

Send schedules to Bunny hoping for last Thursday of the month at 10:00 am.
Jane Horton Chair of UPrep needs to be in the Doodle poll.

Request for next agenda from Stacey: One page agenda only – too much to print out each month.

NEW CHAIR VOTE:

Marten and Colin nominated by Trent Hammer, all in favour, no abstentions. Online Proxy vote – two

Thanks to Janine from Colin for years of service, congratulations on her retirement in 1 year
ALL IN FAVOUR – WE WISH YOU WELL, Janine!