

**Faculty of Science & School of Nursing Safety Committee (SHSC)
Meeting Minutes for January 28, 2016, 10:00 AM, room S309**

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

Meeting Dates		8. 27	9. 24	10. 29	11 26	12. 17	1. 28	2.	3.	4.	5.	6.	Notes	
Chan, Janine	Resp	X	X	X	X	M E E T I N G C A N C E L L E D	X							
McKenzie, Wendy	Nursing	P	P	X	X		X							
Hammer, Trent	Chemistry	X	P	P	P		X							
Jyrkkanen, Stacey	Safety & EM	X	A	X	X		X							
Prescott, Walter	ARET	A	A	A	A		X							
Purdy, Susan	Biology	X	A	X	X		X							
Lettinga, Marten	Chemistry/ Co-Chair	X	P	X	X		X							
Robinson, Lesley	Math	A	A	A	A		A							
Horton, Jane	UPrep	A	A	X	X		P							
Sorensen, Jacque	NRS	X	A	A	P		X							
Taylor, Colin	Physics /Co-Chair	X	X	X	X		X							
Urban, Joanna	Micro	A	A	A	A		A							
Van Wagoner, Nancy	Geology	X	A	A	P		A							
Walczak, Sonia	AHT	P	A	X	P		X							
Duggan, Bunny	recorder	X	X	X	A	X								

- Adoption of Agenda
APPROVED and ADOPTED: Walter Prescott approved motion to adopt the agenda noting that the December 17th, 2015 meeting was cancelled. Seconded by Sonia Walczak
- Review of Minutes from November 26, 2015 Meeting
No Errors and Omissions: motion to approve minutes – Wendy; seconded by Marten
APPROVED

3. Old Business

- a) ID Badges – January FLC (Colin) Colin was absent from the meeting and it was unknown if he had spoken to the FLC committee of chairs in January. It has been noticed that contractors are now using the ID badges. Stacey will provide lanyards to the Health and Science Safety Committee members at the next meeting.
Action: Marten to send a note to **Colin** reminding him to discuss ID badges at the next FLC meeting and report back to the Committee if he has not already done so.
- b) Chemical storage facility (Chemistry) (Trent, Marten)
Good news on the bunker front. Delay in the process of bunker proposal may result in a better end product for the University as unplanned for changes and improvements can now be suggested and added to the plans.
- c) NMR alarm (Trent)
The alarm is working. Issue is with the signage. **Action: Trent** to create a work order after deciding what the signage should actually say. Trent will report his actions at the next SHSC meeting

4. New Business

- a) Incidents (Stacey)
There were no Science incidents.
It was reported that the stairs in the middle of the Science building close to the dumpster were in need of repair. **Action: Trent** will create a work order and will send it to Facilities.
Nursing reported a needle stick injury – Incident report completed within 24hours.
Stacey reported on Fire Drills in January – one class was disturbed during an exam Stacey informed the group the next fire drills will be a practice portion of the emergency system campus wide evacuation. They will start small with building evacuations, more marshals will be required, will be looking for volunteers and this request will be going to chairs. There will be training with the volunteer marshals and a “run through” in late August for them. Trent suggested that a certain area of the Science building where the sessional faculty work be specifically checked by a marshal.
- b) Safety Awareness Week – Feb 1-5
Respiratory students involved – Students will set up educational tables for tobacco awareness. Gordon sent out an email on activities to science and was hoping for science to get involved. Major event is in progress and is also a learning process. Thank you to the Respiratory Therapy students for participating in both the Old Main and Science buildings.
- c) Incident Investigations Workshop – February 16
Colin will be attending. Any other members interested please email Gordon if you would like to go. A total minimum of 20 need to be signed up before the workshop can run. It will be held mornings only until 12:00 – Food will be provided.

- d) Other
Bio-Safety and Security Program. Stacey updated the job description for the full time position - it has been created and is going to JJEC for review and through the approval chain. An administrative oversight plan and bio-safety program is in progress. This is a CUPE position. Safety officer position with bio-safety specialization: 50% bio-safety and security and 25% emergency management and 25% safety officer, replacing Gordon in the Science area as he has taken on Trades in his portfolio.
- e) Colin - Proxy
Call-Out-List – Emergency program messaging, campus closure, for internal purposes: each department needs one. List to call up and down. Need personal phone/cell numbers and personal email in the event of such situations as job-action or emergencies: **Colin** is taking the suggestion of call-out-lists to the FLC Meeting.
3D Printer Emission – Colin has new information and will present it at the next SHSC meeting
- f) Jane – Committee Member Replacement
Action: Jane to find a committee member replacement for the SHSC meetings.

NEXT MEETING: February 25, 2016 S309