

MINUTES

Faculty of Science Health and Safety Committee Meeting

DATE: December 3, 2015

TIME: 10:30am

PLACE: 3230 HP Deans office

Attendees: Andrew Miles, Beth McLarty Halfkenny, Claudia Buttera (chair), Jennifer Hicks (scribe), Kevin Gallinger, Laura Thomas, Marie-Eve Noel, Nancy Delcellier, Penka Matanska, Peter Mosher, Tina Preseau

Absent: Diane Trenouth and Tracie Barkley

1 Agenda

1.1 Approval of Agenda

1.2 Approval of Minutes of September 3, 2015 meeting—already approved electronically and posted.

2 Ongoing Business

2.1 Action items from previous meeting's minutes

1. The 'working alone guideline'

- Marie-Eve Noel sent out email/attachments on Oct. 27, 2015 for final feedback on
 - Decommissioning procedure
 - Working alone guidelines
 - Working alone safety plan
- Implementation of guidelines expected in January.
- Will be disseminated through Deans of Science and Engineering.
- Item now closed.

2. Status of document concerning autoclave program

- PowerPoint training document now finished, with voiceover still to do.
- Will be available on CU Learn by January 1st, with self-enrollment process.
- Mandatory for people working with autoclaves, in addition to in-person training for specific autoclaves.
- To obtain access for visiting researchers, departmental administrators must apply to CCS for a temporary MyCarleton account.
- Item remains open.

3. **Concerns regarding eye-wash stations in Herzberg**

- Correction to room numbers from previous minutes: 3160HP and 4160 HP
- Penka to check if these eye wash stations are still not working, and notify Kevin (cc Claudia)
- If still needed, Kevin to speak to Mathieu Bernard about repairs
- Item remains open.

4. **Protocol for listing HS risks when creating a new lab course**

- Nancy will be meeting with Dean of Science to discuss risks when creating a new lab course to ensure adequate process in place to ensure safe lab activities.
- Item remains open.

2.2 **Signage: unresolved issues**

- Kevin to follow up with John Algie, who was to review the work of signage at Nesbitt.
- Item remains open.

2.3 **Fire Safety Wardens**

- Nancy to provide list for Marie-Eve of people who have completed the online training.
- Committee members to review the list of Fire Safety Warden and to let Nancy know if any names on that list no longer apply.
- Item remains open.

- **New Business**

3.1 Building concerns--No items put forth by members for this meeting.

3.2 Other items:

1. **Replacement of Diane Trenouth, representative of Neuroscience**

- Discussion on proposed candidate.
- Marie-Eve to confirm with Chair of Neuroscience of adequacy of proposed candidate
- Claudia & Marie-Eve to liaise to confirm /verify details of this appointment.

- **JHSC report**

1. Testing for arsenic in biology lab

- Nancy will forward copy of now-completed report on arsenic testing in biology lab to committee members

- JSHC has legal requirement to review safety protocol for this lab before work starts again in January. Mike Runtz working on a policy on safety protocol.

2. EMCO review process

- General discussion of disaster planning, including range of possible threats, specific needs of each department, interrelated effects and responses across university sectors, and the large, multilevel nature of the issue.
- EMCO review process described as providing a framework in which to have these conversations.
- Committee members tasked to bring conversation around risks/continuity plan back to their departments. To ensure everyone understand their own risks when it relates to their research endeavors.

3. Stairwell plastering following asbestos work

- Five-year phase of work
- Steacie to be done first, followed by Herzberg

- **EHS initiatives**

1. New software application being developed to handle health and safety reports. Should be ready for testing in April or May, 2016. All committee members volunteered to test system.
2. EHS currently being audited by a third party, as part of Board of Governors regular audit cycle. Good opportunity for review of best practices.
3. New regulations from Public Health Agency of Canada regarding human pathogens and toxins (Level 2 Bio risk Hazards) came into effect on December 1. A licensed officer now required to monitor risk and coordinate shipments of substances. University must apply for license by end of February. VP-research will be license-holder, with authority delegated to Tina Preseau. Only one lab currently affected by these regulations.

4. Unpaid placements—reminder that departments must complete a form for unpaid placements, such as high-school coop students. Form is available on EHS website.
 5. Reminders were recently sent by Nancy Delcellier to the chairpersons of Earth Sciences and Chemistry departments, and by Peter Mosher to Steacie residents, about working with natural gas and the process for ensuring gas valves remains closed when not in use.
- **Next Meeting—will take place on Thursday, March 31st at 10:30 am.**