

## MINUTES

### Faculty of Science Health and Safety Committee Meeting

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**DATE: March 31, 2016**

**TIME: 10:30 am**

**PLACE: 3230 HP**

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**Attendees:** Laura Thomas, Tina Preseau, Nancy Delcellier, Penka Matanska, Beth McLarty Halfkenny, Claudia Buttera (chair), Valerie Pereboom, Andrew Miles, Peter Mosher, Teresa Fortin  
**Absent:** Tracie Barkley, Kevin Gallinger

#### 1. Agenda

1.1. Approval of Agenda

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

1.3. Welcome to Teresa Fortin as the new representative for LSRB.

#### 2. Ongoing Business

##### 2.1. Action items from previous meeting's minutes

###### 2.1.1. The 'working alone guideline'

- Consultations took place with Chairs and Deans
- Agreement that the guidelines are workable; to be reviewed in a year to determine whether a policy is required
- Item now closed

###### 2.1.2. Status of documents concerning autoclave program

- PowerPoint completed except for voice over; other training documents now finalized
- User training still not up on CU Learn; plan is to have it available by NAOSH week (May 1)
- Online training is mandatory for people working with all autoclaves, and additional in-person training for specific autoclaves
- Item remains open.

###### 2.1.3. 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.
- The topic of 'pop-up labs' was raised and what risk assessment there may be in place associated with them.
- Nancy Delcellier will have to look into details of what 'pop-up labs' are and how they may fall within the current model of health and safety
- Item remains open.

##### 2.2. Signage: unresolved issues

- It was determined that this was not a health and safety issue, but rather an observation that they were not well done aesthetically
- Item now closed.

### **2.3. Fire Safety Wardens**

- Marie-Eve was provided list of all individuals who have completed the training
- It was determined that it was not necessary to identify who the fire safety wardens were, as they will self-identify when necessary
- There is still a lack of back-up people for existing fire safety wardens
- Tim Golding has been appointed the University's Fire Prevention and Safety Officer

### **3. New Business**

#### **3.1. Building concerns**

- No items put forth by members for this meeting.

#### **3.2. Other items**

- No items put forth by members for this meeting.

### **4. JHSC report**

- Nancy Delcellier provided an update from the Joint Health and Safety Committee meeting held on March 30
  - Incidents and accidents, 2015-16
  - Abatement enclosures will be set up shortly in Steacie in preparing for renewing the stairwells
  - An exam proctor felt threatened after informing a student of an instructional offence allegation; miscommunication resulted in a security officer arriving later than anticipated
  - NOASH week scheduled to run the first week in May
  - University Safety encountered technical difficulties in sending an emergency notification during a recent incident where balloons popping created concern about guns being fired on campus; the issue is being looked into
  - There is ongoing discussion taking place in JHCS about the timing and type of communications when incidents occur

### **5. EHS initiatives/mandatory training**

- ISSC has approved the H & S Data Management project; the new system will allow more efficiency in tracking accidents and incidents, inspections, inventory and overall campus risks
  - Findings of the recent third-party audit are being drafted for approval by the Board of Governors.
  - A cylinder of butadiene discovered in a desk drawer has required specialized removal and EHS has requested pricing; units are asked to notify EHS should they find other unstable chemicals in labs so that they can coordinate removal and economize
  - Carleton has submitted the license application regarding the Public Health Agency of Canada's new regulation concerning human pathogens and toxins. Currently, one lab currently affected by the regulations, but it is anticipated that the new Health Sciences building will contain additional labs also affected; Going forward, researchers are required to notify Tina Preseau before importing all human pathogens and toxins; without full compliance, Carleton's license will be revoked.
- **Next Meeting—will take place on Thursday, June 9, at 10:30 am.**