

MINUTES

Faculty of Science Health and Safety Committee Meeting

DATE: May 27, 2014

TIME: 9:30am – 11:00 am

PLACE: Dean of Science Meeting Room, 3230HP

Attendees: Nancy Delcellier (EHS), Tina Preseau (EHS), Kevin Gallinger (FMP), Glen Ford (Dean's office), Penka Matanska (Physics), Beth Halfkenny (Earth Science), Laura Thomas (Biology), Peter Mosher (Science Stores), Claudia Buttera (Chair)

Absent: Traci Barkley (Math and Stats), Andrew Mills (Computer Science), Diane Trenouth (Neuroscience)

2. Ongoing Business

2.1 Action items for previous meeting's minutes

1. *Diane Trenouth to provide information regarding the engineering firm to check the air balance and ventilation system in Tory and Nesbitt building.*
Engineering firm name provided via email by Diane (March 24, 2014) to committee. Darryl Boyce hired the company (Morrison Hershfield). The engineer was Paul Sequin. Discussion raised by Nancy Decellier clarified that it had been FMP who had contacted the engineering firm for this and it was agreed that any concerns should follow that line of communication and solution execution – FMP should be doing the contacting of external contractors when required.
2. *Notify FMP again regarding buckling tiles and let them know that it is an urgent matter that needs to be fixed.*
Peter Mosher visited Tory and took photos floor on Fri. March 21, 2014 – reported to FMP and arranged contact with Kevin Gallinger and Claudia Buttera March 26, 2014. Kevin Gallinger (FMP) reported at this meeting that tiles in the labs have been fixed. Tiles in the hallways are not at the point where they present a hazard.
3. *Check with Rick Pervival (Fire safety officer) and see if he can do something about the upkeep of the area between Tory and Unicentre.*

Claudia contacted Rick Percival and Ken Marentette on Mon. March 24, 2014. Issue was investigated and a report back from Rick Percival received that the area is clear and will be maintained clear to the posts in the area, by DTZ. Smoking in the area was noticed by Rick and will be addressed with clear signage and regular patrol activity in the area. At the meeting, Beth suggested that there should be a regulation put in place for removing packaging of shipments received, from the loading dock of Herzberg Building as pallets from shipments have been left behind and it is very difficult to track down whom they belong to.

4. *Glen to send the spreadsheet to departmental admins and fill the room numbers/occupant name/ and what the sign reads.*

Glen had sent out a spreadsheet to each of the departmental administrator to be distributed to the person who is in charge of the lab. Laboratory identification has been received for Dept. of Neuroscience and Dept. of Biology only. Penka did not seem to have received any information from her department and would follow up on this with them.

5. *All departments to send out names for fire warden volunteers.*

Glen noted that a few more volunteers have come forward however more are needed. Ideally, for the Herzberg building two volunteers per wing per floor are required. Glen will bring this to the attention of the Chairs and Directors at their next meeting.

6. *Glen to request a meeting with VP facility management to discuss maintenance issues and communication.*

7. *Glen and Claudia revisit the term of reference.*

Glen and Claudia reviewed the terms of reference and they seem to be current in terms of the mandate of the committee. Some changes were suggested. Glen proposed that the terms of reference of our committee be amended to include the Assistant Director, maintenance services (or designate) as a resource to the committee (section 1.4). Proposal was moved by Claudia and seconded by Peter. Everyone voted and agreed on the proposal. Nancy indicated that her job title needs to be updated in the document. Claudia will take both of these changes to Malcolm Buttler (Dean) for approval.

3. New Business

3.1 Building concerns

Steacie (Chemistry)

Peter Mosher

Fumehoods

Issues with fumehoods in Steacie (and other buildings) had to do with controllers resetting, temporarily affecting the effectiveness of the fumehoods. Controller (at FMP) has been replaced and the problem solved. In addition, 3 fumehoods in Steacie have been maintained and replaced the proper parts. All of which meet the requirement for safety issues.

Tory Level 1 (Biology)

Claudia Buttera

Ventilation and exposure concerns

Claudia indicated that there were still concerns from a number of staff regarding the irritants/volatile substances (other than formaldehyde) in the cat solutions that have not been tested for (see March 19, 2014 minutes for list of symptoms/complaints for Tory residents). The concern is that Tory Level 1 occupants will find themselves in the same situation (with concerns about exposure to fumes) for the fourth year in a row once the school year begins. Also, a formal document/report was still needed for the formaldehyde testing (for cat dissections) done in 118 Tory sometime in March. Nancy provided paper copies of the documentation at the meeting and indicated that formaldehyde levels tested were below allowable safe limits. No testing for organic solvents has been carried out. Electronic copies of the report to follow to all concerned parties.

3.2 Other concerns:

FMP Communication and maintenance issues

Kevin (or designate) from FMP will now come to meetings as a source to the committee. FMP team is currently working on an online problem reporting system that would allow initiator to track a job and it's status. There is no finalization timeframe at this point but they are working on pilot projects and Peter volunteered to participate on behalf of The Faculty of Science.

4. JHSC report

5. EHS initiatives / mandatory training

Nancy provided an update as follows:

Safety training is available on cuLearn and includes 3 online modules:

- EHS1 Worker Health and Safety Awareness – This replaces the old paper format with the page that had to be signed at the end. This training must be

completed by all workers by July 1. Claudia asked about Workstudy students. Nancy indicated that they and grad students will have to complete in the fall.

- EHS2 Supervisor Health and Safety Awareness
- EHS3 WHMIS

In addition a new “Good Catch Program” has been put in place along with the above. It is an online form aimed at identifying items/issues that are HS hazards before someone gets injured.

Working alone guidelines and plan: This had been sent out by departments a while back for feedback. Laura indicated she had gotten no feedback from anyone and Penka said she had not seen it from her department. It was suggested that it be sent out again with a note that June 10 is the final day to provide feedback on this before it is finalized. Claudia suggested that if the forms required to be filled out could be online and clickable options rather than wording to be filled out, it might make it easier/faster for people to complete forms.

Chemical management system: Implemented June 1st. 2013 Steacie, Herzberg, Nesbitt, Tory completed to date. CTTC, LSRB to be completed.

Next meeting - Tuesday, August 26th

ACTION ITEMS:

1. Claudia to bring updates (section 2.1 item 7 above) to FSHSC Terms of Reference to Malcom Buttler for approval.
2. Claudia to follow up with Tory residents and Biology Chair regarding concerns with 118Tory being used for dissections.