

MINUTES

Faculty of Science Health and Safety Committee Meeting

DATE: Thursday, September 3, 2015

TIME: 10:00 a.m.

PLACE: 3230B HP Deans Boardroom

Attendees: Claudia Buttera (Chair), Nancy Delcellier, Tina Preseau, Kevin Gallinger, Penka Matanska, Laura Thomas, Andrew Miles, Peter Mosher, Ashley McKee (Scribe)

Absent: Traci Barkley, Beth Halfkenny, Diane Trenouth, Marie-Eve Noel

1 Agenda

1.1 Approval of Agenda - Approved

1.2 Minutes of May 7, 2015 meeting – Conditionally Approved; approved once changes are made

- Andrew Miles last name was misspelled; will be corrected
- Attendees to be added

2 Ongoing Business

2.1 Action items from previous meeting's minutes

1. The 'working alone guideline'

- The guidelines has been posted on the website
- Nancy will be meeting with Malcolm to discuss the guidelines

ACTION ITEM

- Prior to the joint Health & Safety meeting (Sept 30th) please send any feedback or comments to Nancy Delcellier

2. Status of document concerning autoclave program

- In order to meet regulatory compliance, it is required that autoclaves be tested for efficiency of decontamination
- Tina has received a quote from the company and has funding for the autoclave maintenance program
- In order for the biological indicators to be interpreted properly, it requires an incubator
- Tina will purchase 5 incubators for biological indicators
- Want to start implementing the program university wide
- Departments will be required to purchase biological indicators once initiated
- Tina is currently working on an online training program on autoclave safety, though departments will require their own specific autoclave and hazard specific training
- Training will occur in Fall 2015

3. Concerns regarding eye wash stations in Herzberg

- Penka raised the issue that some eye wash stations have never functioned properly (3216HP, 4160HP)
- Some stations splash, while others don't provide a continuous and equal stream to both eyes
- Although the eye wash stations have been repaired numerous times, they continue to fail to pass inspection

ACTION ITEM:

- Kevin Gallinger will speak to Mathieu Bernard about repairs

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

- Nancy will be meeting with Malcom to discuss risks when creating a new lab course to ensure a mechanism to assign a course to the physical space for safe lab activities
- Nancy is looking at forward planning, to make sure guidelines and processes are being followed at the faculty level
- At the meeting, it was noted that creating/adding a new class is not a sufficient trigger and committee members agreed that a trigger must be put in place to ensure that protocols are being recognized when a new class is formed or when a space is being used for a lab course
- Discussion revolved around the fact that this needs to be a process at the faculty level

5. Progress on lock-down policy

- The lock-down policy is under the responsibility of the Department of Safety. Once the DUS emergency procedures are developed, they will be shared with the Science H&S Committee
- The issue is outside of the EHS scope

2.2 Signage: progress

Nancy Delcellier

- Signage has been completed and paid for

ACTION ITEM:

- Laura indicated that work at Nesbitt was not 100%
- Claudia indicated that work at Tory (level 1) was well done
- Any unresolved issues or areas that still require work, please send information and photos to Nancy Delcellier

2.3 Fire Safety Wardens

- Nancy provided a list of current fire wardens across Science buildings
- Penka Matanska made note that she was unaware if there was a Fire Safety Warden representative in the new Herzberg wing

ACTION ITEM:

- Nancy asked committee members to review the list and to let her know if any names on that list are out dated/no longer apply.
- Nancy Delcellier will be bringing the current Fire Safety Warden's list to the upcoming Chairs and Directors meeting

3 New Business

3.1 Building concerns

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|--------------------------------|-----------------|
| 1. Herzberg (Dean's office) | Marie-Eve Noel |
| 2. Herzberg (Physics) | Penka Matanska |
| 3. Herzberg (Earth Sciences) | Beth Halfkenny |
| 4. Herzberg (Math and Stats) | Traci Barkley |
| 5. Herzberg (Computer Science) | Andrew Miles |
| 6. LSRB (Neuroscience) | Diane Trenouth |
| 7. Nesbitt & CTTC (Biology) | Laura Thomas |
| 8. Steacie (Chemistry) | Peter Mosher |
| 9. Tory (level 1- Biology) | Claudia Buttera |

Nesbitt - Laura Thomas

1. Elevator Safety in Nesbitt
 - On Monday, August 31st, 2015, there was a flood in Nesbitt and the Biology department believed that water had overflowed into the elevator shaft
 - The elevator was shut down and the incident was reported
 - Laura called maintenance control, to send an elevator technician
 - Although the elevator wires were safe, a plumber was required due to the amount of water that had been collected in the elevator shaft
 - It is unclear if DTZ called for an elevator technician
2. Arsenic in Taxidermy
 - Professor Runtz has a significant collection of stuffed animals
 - Arsenic was commonly used in taxidermy until the 70s
 - After 100 specimens were tested; over 90% contained arsenic
 - In the winter 2016, Carleton students will handle these items
 - Concern was raised regarding the collection being loaned out (within Carleton or externally)
 - EHS will continue to do sampling that will include more specimens, air sampling, surface sampling before January 2016. This will determine if there is an exposure risk for staff or students
 - Health and Safety will report their findings to the Dean, Chair and to the Professor
 - Health and Safety will look at how to preserve the collection as it has both historical and pedagogical value
 - the EHS report will make recommendations on what can be preserved, stored and the required measures for safe handling and transport of the pieces

ACTION ITEM

- Health & Safety will set a meeting with the Professor and inform him of the status of their findings

Herzberg – Penka Matanska

- Concern was raised by Penka regarding the removal of interior door in woman's washroom on 3rd level of HP.
- Penka indicated she did not feel safe using the washroom (particularly after hours) now that there was a line of sight from the entrance to the stalls when the entrance door to that room is opened.
- Kevin indicated that removal of the interior door is part of requirements to make the washroom accessible.

Herzberg – Andrew Miles

- Andrew provided a follow up on concerns with unwanted/unauthorized individuals in various rooms/labs in Herzberg that had been raised in previous meetings.
- The labs have all been identified and swipe card access is being installed.

3.2 Other Items:

1. Recent MOL visit (fumehoods)

- MOL visit in August 2015 was prompted by an anonymous concern regarding the management of fumehoods
- Nancy informed the committee that EHS reviewed all correspondence from external provider of service and their reports indicated "everything passed"
- Follow up reviews of the fumehood reports by EHS showed discrepancies
- One Order for a failed alarm monitor was issued to Carleton. Nancy circulated the photo of the failed monitor, and a second photo showing the repair
- EHS is compiling a list of all fumehoods with similar monitors to ensure they are functioning properly
- A second Order was given as there is currently no method for users to identify a nonfunctional fumehood if there is no monitor
- For these units Kimwipe will be applied by EHS and users trained to look for inward air flow.
- The medium term goal is to add monitors to any fumehoods that do not have monitor/alarms.
- The long term goal is to ultimately replace older fumehoods
- Nancy provided all committee members with a copy of the MOL Field Visit Report and indicated that the inspector was satisfied with the measures that had been put into place, the actions that EHS had taken and the current plan
- EHS is in the process of getting a new fumehood service provider

- The new service company may also take on the service of biological safety cabinets but this would be at the expense of individual departments

2. Working in a lab – EHS website

- Nancy provided the committee with copies of pages from the EHS website
- A new tab page has been made available on the Environmental Health and Safety website – ‘Ventilation Systems’ accessible as a link from the homepage and found in the table listing all the laboratory

ACTION ITEM

- Nancy would like for committee members to provide feedback on this new online section by Friday, September 25th, 2015

4 JHSC report

- Nancy provided the committee with the minutes of the June 23, 2015 JHSC meeting.
- No new information to report

5 EHS initiatives/mandatory training

1. Fire Alarm Glitch

- A concern had been raised when a fire truck arrived on campus (Nesbitt and Stormont Dundas) and no alarm had been received at DUS. It turned out the alarm was for Building 16 and Building 26 at the University of Ottawa.
- This was a glitch in the fire stations system

2. Initiative with Engineering

- New initiative concerns drones
- There is legislative oversight (Transport Canada) over the use of drones and the university wants to ensure those affected parties are adhering to the requirements
- EHS is working with Transport Canada, Carleton clubs and departments (FED, Earth Sciences, others?) concerning drones and the development of a Carleton policy

3. Unpaid Placements

- There have been regulation changes from the ministry concerning unpaid placements
- Those individuals doing an unpaid placements are considered workers
- EHS are assisting with confirming what departments are involved and ensuring guidelines are being followed

- EHS are also concerned with high school students, whom are requesting placements with faculty members as there is no tracking mechanism to identify these placements.

ACTION ITEM

- Nancy Delcellier is looking for feedback and if any committee members are able to bring forward known unpaid placements.

Next Meeting - early December 2015