

## MINUTES

### Faculty of Science Health and Safety Committee Meeting

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**DATE: August 26, 2014**

**TIME: 9:30 to 11:00 am**

**PLACE: 3230 HP Deans office**

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**Attendees:** Nancy Delcellier (EHS), Tina Preseau (EHS), Penka Matanska (Physics), Laura Thomas (Biology), Andrew Miles (Computer Science), Diane Trenouth (Neuroscience) Peter Mosher (Science Stores), Claudia Buttera (Chair)

**Absent:** Traci Barkley (Math and Stats), Kevin Gallinger (FMP), Glen Ford (Dean's office) Beth Halfkenny (Earth Science)

#### 1 Agenda

1.1 Approval of Agenda – motion by Tina, seconded by Peter.

1.2 Minutes of May 27, 2014 meeting minutes (approved via email following last meeting)

#### 2 Ongoing Business

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

1. Claudia to bring updates (section 2.1 item 7 above) to FSHSC Terms of Reference to Malcom Buttler for approval.

Changes were made to Terms of Reference in June of 2014 following last meeting and posted updated version on website (update Nancy's title and include FMP representative as a resource at meetings).

2. Claudia to follow up with Tory residents and Biology Chair regarding concerns with 118Tory being used for dissections.

A report of air sampling data was provided by EHS at the May 27<sup>th</sup> meeting (electronically on May 29<sup>th</sup> to Tory residents, faculty member for this course and departmental Chair in biology) on the safety of the specimens that had been used in the winter 2014 dissections in this room. The report confirmed that there were no data points which exceeded the Ontario Exposure Limits for formaldehyde. Concerns still remain as to the irritability of the air in Tory level 1 to a number of occupants. Three biology staff met with Biology Department Chair to discuss options. The question of adequate air exchange was raised at this meeting. The supplier of the specimens provided data on requirements and FMP has confirmed that air exchange in this room is adequate relative to the recommendation by supplier of the 2014 specimens. The department is currently looking at options in terms of different animals/supplier to address the irritable nature of the air in level 1 Tory when these dissections are taking place. This course does not run until winter 2015 so there is still time to address issue. Concerned staff on level 1 Tory would like a report from Chair regarding solution and decisions taken on the matter.

## **2.2 Signage:** progress since last meeting

Tina/Nancy

Signage has been done. Still outstanding are the pictograms that will be part of each sign. Database for this is being done by students over the summer and will fall in line with the format of the other 5 Ontario universities doing this. Aim is to send out pictogram inserts within the next few weeks (early September?). Members of FSHS committee were asked if they could be responsible for putting the inserts into the room signs. If there are any concerns with the signs please contact Ann Richards at FMP.

## **2.3 Fire Safety Wardens:** status since last meeting? Have names been posted on boards?

Posting of names of fire wardens on EHS boards is not current practice but Nancy will raise it at JHS. Online Fire Safety Training is now available and all staff are encouraged to complete this training. Nancy indicated that she believed Glen had asked for more volunteer fire wardens. Nancy is looking to do this through Chairs at the departmental level.

## **3 New Business**

### **3.1 Building concerns**

Herzberg (Earth Sciences)

Beth Halfkenny

Status on eyewash stations still to be replaced

Claudia brought forth Beth's concerns regarding old fashioned eyewash stations in Earth Science rooms in Steacie. Tina indicated that she had visited the room/eye wash station and although they are old-fashioned, these units meet safety requirements so will not be replaced. A broader discussion on the responsibility of eye wash stations from Nancy/Tina identifying that eye wash stations are the responsibility of the faculty/department/research lab as there are not unlimited EHS funds to take on such an expense.

### **3.2 Other concerns:**

Andrew raised a number of concerns revolving around access to rooms in computer science:

1. Open access computer lab seems to have been a hang-out for non-students/unauthorized persons. Campus security had to be called to remove the individuals when attempts to do so by administrative/departmental staff failed. Concern is lack of control of access to unauthorized persons onto campus and into rooms. Herzberg residents have asked to have patrolling of these areas to be stepped up.  
Tina is currently working with campus security on a campus wide perimeter control assessment.
2. In rooms that have card access, power failures result in the rooms being locked down. Andrew raised the concern that if there are students in these rooms, no-one can get in to warn them as the key access has also been removed. Fire code should cause an automatic unlocking of these rooms and not the opposite as is happening. Nancy will look into this. Andrew to provide room numbers to Nancy.

3. Card access seems to go down frequently, making access to these rooms impossible, which is a problem when there is a class/students needing to get in. Andrew to provide room numbers to Nancy/Kevin Gallinger so FMP can address this.

#### **4 JHSC report**

Peter Mosher/Beth Halfkenny

Last meeting was June 25, 2014. Three items were brought forth by Nancy;

1. There was an incident in Paterson Hall where child fell a full story through a space between railings. Child was taken for medical attention and is fine. Ministry of labour and President were contacted immediately. This prompted a campus wide assessment for 'legal non-conforming' issues. A full list has been generated and being prioritized based on building use.
2. Working alone policy has been established at the lab level but it is being looked at the University wide level.
3. E cigarettes have become a concern – addressed implicitly in University policy but as of Sept. 25, 2014, university policy explicitly prohibits the use on campus.

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

Tina Preseau

Current compliance on mandatory (July 1, 2014) worker safety training is about 56% at the university level and 57% at the faculty level. HR needs to decide about the option of consequences for non-compliant individuals. Another push for completing this training will come in mid-September for new comers.

EHS is working with EDC in developing a number of online safety training sessions. The aim from EHS is to develop sessions, push them out and migrate to making these sessions/training mandatory.

A number of training sessions (non- online) are currently scheduled for the coming weeks and are open on Carleton Central for registration.

Three health and safety incidents were also brought up by Nancy:

1. Biology grad student who was seriously injured doing field work (will make a full recovery) highlighted, among other things, the issues revolving around insurance coverage on the part of the student vs. university vs. WSIB. Risk management suggests students get their own coverage. Nancy asked Laura to send the forms she sends out in Biology for those doing field work to Glen so they can be used Faculty wide.
2. July 2014– old piece of equipment that was to be disposed of did not have signage to indicate hazards. Student who was working alone and lacked safety training was exposed to ammonia gas when attempting to remove parts. Resulted in hazmat team on campus and a \$10,000 expense bill. This has prompted a two-pronged equipment decommissioning protocol. Equipment that is temporarily decommissioned must have signage and be fixed. Permanent decommissioning requires that the item to be disposed of be rendered safe before disposal. EHS is working on this protocol and will bring to this committee for discussion/comments.

3. JHSC inspection of 4<sup>th</sup> floor lab in Steacie on Wed. Aug 20. There had been a marked and consistent degeneration in the adherence to safety practices in this lab since the last visit. A preliminary report was sent to the faculty member instructing him to address safety concerns immediately. A follow-up inspection on Mon. Aug. 25 showed lab had been cleaned up and many safety concerns addressed. All personnel in this lab are required to complete laboratory safety training this week. Nancy indicated that concerns in this lab have been on-going and faculty leadership is taking this deterioration very seriously. There will be monthly inspections of these rooms by EHS until further notice. Non-compliance with safety requirements in the lab will result in the closure of lab activities. The two rooms comprising this research lab hold 17% of all the chemicals on the chemical inventory list for the entire university. Discussion revolved around safety training for grad students. Nancy asked Diane about providing what she sends out for her unit.

### **Next Meeting**

Monday November 24, 10:30 am – 12:00.

### **ACTION ITEMS:**

1. Andrew to provide room numbers where card access locks rooms when power fails.
2. Andrew to provide room numbers to Nancy/Kevin where card access fails and they can't get into the rooms.
3. Laura to provide field work forms to Glen for Faculty wide use.
4. Diane to forward to committee members the grad student safety training documentation she sends out to her unit.