

MINUTES

Faculty of Science Health and Safety Committee Meeting

DATE: January 17, 2017

TIME: 10:00 am

PLACE: 3230 HP Board Room

Attendees: Beth Halfkenny, Laura Thomas, Penka Matanska, Peter Mosher, Andrew Miles, Teresa Fortin, Gail Atwill, Tina Preseau

Regrets: Tracie Barkley, Nancy Delcellier, Kevin Gallinger

1. Agenda

1.1 Approval of Agenda:

- 1.1.1 Additional items added
 - 1.1.1.1 the neuroscience move
 - 1.1.1.2 Safety concerns about incident in Physics dept.
 - 1.1.1.3 Waxing and cleaning of the floors
- 1.1.2 Revised Agenda Approved by all

1.2 **Approval of Minutes of September 9, 2016:** Minutes were approved electronically

2. Ongoing Business

2.1 New chair for the committee: Gail Atwill volunteered. Unanimous vote of approval

2.2 New rep for Tory building level 1 (biology): Laura will follow up and bring someone to the next meeting.

2.3 Fire Safety Wardens

An additional warden is required to cover the 2nd floor of Herzberg.

There was discussion about various options including using grad students. Currently grad students cannot be fire safety wardens. Gail to follow up with Tim Golding and Malcolm Butler. Tina to ask Tim for a list of current fire safety wardens.

3. New Business:

3.1 Building concerns

I. Physics-

Incident- Yesterday a student fainted due to anxiety and was unable to walk. Called safety but they did not come with a walker/wheelchair so they waited for her to be able to walk

before escorting her to Health Services. If condition was known prior they may have been able to go to health services to acquire one.

Consider having more staff taking the mental health and safety training.

Concern- The floor of the entire wing was waxed and the smell was extremely strong. There may need to be more time between waxing and use of the space to ensure sufficient time for the fumes to dissipate.

Tina will follow up to ensure that proper procedure was followed and dilutions were accurate. Consider and discuss not having this done during the term. Perhaps over the reading weeks and then in the summer.

II. Neuroscience-

Concern- there is some uncertainty about disposal of unwanted chemicals and equipment decommissioning. Currently not sure what is in the cupboards that needs to move.

There is a process for disposing of chemicals and EHS is involved in the disposal of unwanted chemicals and decommissioning of equipment at this site.

3.2 Other Items: Review of the Terms of Reference

The Terms of Reference were reviewed and the following updates were agreed upon:

- Add Neuroscience and Health Sciences.
- Add a biology/biochemistry rep.
- Under resources (section 1.6) change “Manager of Health and Safety” to Director of “Health and Safety”.

4. JHSC update

- Sexual harassment policy final draft out
- Inspections are currently behind- Herzberg still on the list. This will be complete by end of February.
- Emergency Telephones- Some signage is missing and or inconsistent. Request to make all signs consistent across the board.
- ENS- What it is and when to use it? Misconception that it is not used for communication and someone should inform the committee of what and when it is actually meant to be used.
- EMCO will be completed early this year. Departments to do theirs first then ODS will do theirs after to fill in the gaps.
- General cleaning is not considered a safety issue.

5. EHS Initiatives/mandatory training

- Dave and Tim have been adjusting valves so that the air in the fume hoods is running well. Monitors have been re-calibrated.
- Med Gate- new EHS software set to soft launch in March and they will be doing user acceptance training starting in two to three weeks. First module will be incident and accident reporting that will be online now instead of using paper forms. It will be attached to BANNER and will pull some information on people. Second module will be inspections but this will be launched later off.
- Tim is working on updating and having proper evacuation signage.
- NAOSH- second week of May.
- Lab safety training available every 4 weeks and Bio Safety training available every 6 weeks. Remind the chairs of departments to trickle down the information to professors and onto grad students. People need to refresh this training every 4 years.
- Tina to send an email to Gail with the dates and who still requires training. Gail to attend the training to get up to speed.

6. Next meeting tentatively to be March 21st at 10:00am.