

Faculty of Science Health and Safety Committee Meeting

December 1, 2014

1:15pm

ODS Boardroom (3230 Herzberg)

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), Kevin Gallinger (FMP), Glen Ford (Dean's office), Beth Halfkenny (Earth Science)

Absent: Traci Barkley (Math and Stats)

1. Agenda

- Agenda Approved
- Minutes of last meeting were approved via email

2. Ongoing Business

2.1 Action items from previous meeting

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. Items 1 and 2 completed and issues resolved (Andrew)
3. Laura to provide field work forms to Glen for Faculty wide use. Completed (Laura)
4. Diane to forward to committee members the grad student safety training documentation she sends out to her unit. Forms were emailed to the committee members (Diane)
5. Concerns with 118 Tory being used as a dissection lab (Claudia)
 - A temporary fix has been put in place where the dissection lab has been moved to 102 Tory because its the last lab in the air handling system but not sure what will happen next year – this may be a temporary solution for winter 2015 (Claudia)
 - The lab was never designed as a dissection lab and we have to find a way that labs can be properly fit for its use.
 - Do we have a protocol in place so that creation of new labs with potential HS risks complete a room assessment report before creating the course?
 - It's not good enough for the chair, faculty or lab coordinator to identify Health & Safety concerns related to their lab. Perhaps an Academic level discussion or with Space Management? The Space Management Software?

Action:

- Glen will come up with recommendations at the Chairs & Directors meeting concerning the process and procedures.
- Issues with visitors: what training do they have, who are they?
- What procedures are in place and in which departments?

2.2 Signage (Tina/Nancy)

- There are holes in the walls due to the previous signage removal so it may take a while before those holes are patched
- Tina: most of the pictograms are done and will be distributed for posting in the near future, a few labs are left. Planning to update Stacie as well

2.3 Fire Safety Wardens

- Nancy: Fire Wardens have not been posted because that has not been our practice
- Glen: Still looking for volunteers. Science is probably short 6-8 wardens
- Posting of Fire Safety Wardens may not be a good idea because we may lose some volunteers that way.
- Wardens should not be faculty or graduate students, should be permanent staff
- Some discussion about people that require assistance in the event of a fire to self-identify and so they have a procedure in place in case of an emergency.
- Example of this procedure working; during the last unplanned fire alarm test a person in a wheelchair was stuck on a floor in the Herzberg building. Fire warden became aware of this and the person was accessible via his phone.

3. New Business

3.1 Building Concerns

A. Penka: Maintenance issues were reported concerning eye wash stations but no actions have been taken. This has been an ongoing issue.

- Kevin: hasn't seen any related issues
- Glen: need to coordinate with FMP to 'close-the-loop'
- Nancy: new inspection software is being looked at that will address some of the common issues regarding inspections
- Penka: frustrated at the fact that incorrect eye wash stations were ordered for some labs, this work was sub-contracted and the work was not done correctly. The deficiency is being repeatedly reported but the issue is not being addressed.

B. Computer Science Issues (Andrew)

i) Fumes were being pumped into the 100-wing of Herzberg on Fri. Nov. 28, 2014

- Andrew: The source was most likely the welding that was being done on the roof.
- Beth: also smelt smoke from people smoking in the 21XX wing of Herzberg in addition to the other fumes

ii) Air quality in offices of the 100-wing.

- Andrew: The dampers in HP5163 and HP5165 are broken. HP5165 had air blasting into the room (ongoing for over 2 months) and HP5163 had no air flow. Fri. Nov. 28, 2014 the dampers were adjusted manually inside the office as a temporary fix. There has been some discussion about upgrading the dampers in the offices where they are broken.

iii) Raised floor in HP5100 and HP5200.

- Andrew: The raised floor in HP5100 and HP5200 requires some maintenance. Some seams are falling out and some tiles have shifted enough to be tripping hazards. They require some maintenance before it becomes a bigger problem.

iv) Steacie Railings on 5th floor.

- Nancy: they are legal non-conforming. Prioritizing the work that has to be done. Will look at the railings

v) Tory loading dock footings

- Claudia: came to work on the weekend and scraped and damaged her car on the Tory loading dock footings. Very difficult to see them because they are too low and quite wide. Can flags on marker be put on their location/limits to avoid hitting them?

3.2 Other Concerns

A. Does the university have a plan for localized lock-downs?

- Nancy: work in progress
- Action Item: Nancy will ask Brian Billings
- Issues with locking doors: behavioral lock-down vs physical lock-down
- Kevin: the CBORD access card system can be locked down
- Nancy: U of O can lock-down better because they use more access cards on their campus
- Diane: retold story about the 'absence of a procedure' during the earthquake a number of years ago. She reported this to the president directly. Fast fwd to the parliament shootings... students were asking if they had to come in to write their midterm if they were in the affected area. Again there was no procedure in place at Safety and at Communications. Communications then sent an ad-hoc email to the university.
- The Emergency Notification System could be used for such circumstances if DUS rethinks their policy regarding use of this tool

B. Human pathogen regulation is coming up next year.

- Autoclaves to decontaminate waste, verification system, procedure, and funding for incubators.... papers are done now it's time to roll it out (Tina)
- Most affected is Biology
- Action Item: Nancy will send out the document concerning the autoclave program. Health & Safety group will see the document first then the Chairs & Directors

4. JHSC Report

- A grad student contacted the Ministry of Labour instead of the proper chain of command: lab technician, Chairs & Director. Student was from a country where they can get persecuted for reporting a problem to the authorities so they tried to do this anonymously.

- e-cigarettes can now be dealt with in the same manner as regular cigarettes. If someone smokes them they are required to be in the authorized smoking areas.
- "Definition of a worker at Carleton", co-ops, interns, and student researchers are covered by bill 118. Address insurance issues by how we define a worker
- Lab manuals should include some safety knowledge
- Upcoming Safety Week with a focus on staff
- Crumbling plaster in the Herzberg building contains asbestos
- you can ask e-cigarette users to smoke in designated areas
- Discussion about Safety Inspections requiring separation of Maintenance issues and Safety issues

5. EHS initiatives/mandatory training

- Tina: 15 people attended the laser safety training, notable absence was Engineering
- Mandatory Training compliance up from 56% to 61%
- Inspection of 'that' Steacie lab: much better!
- Picric Acid disposal, 'Glen' had to pay the bill
- Canadian Food Inspection Agency came for the green house inspection. It went very well.
- Decommissioning forms project is on-going
- Working alone policy (last review). Who has seen it?

Action Item:

Glen will raise the 'working alone policy' at the next Chairs & Directors meeting

Action Item:

Nancy will send the latest working alone policy to the Health & Safety group

Action Item:

Nancy will send the decommissioning document to the Health & Safety Group

- Nancy would like feedback for the working alone policy by Fri. Dec. 12, 2104

6. Other Business

- Diane feels that because she does not have her office near the area that she supervises that she is 'out of touch' with the day-today activities/'eyes-on-the-ground' of that space. So that may make her not the best candidate for this committee. It was pointed out that it is not a requirement to have your office near your department.
- Diane received permission from the committee to invite one of the lab technicians to join the committee. The lab technician is well versed in the use of scientific equipment and laboratory health and safety. Inviting the lab technician to join the committee would make a valuable addition given she works in the LSRB.
- Next Meeting: Sometime late February or in March 2015