

MINUTES

Faculty of Science Health and Safety Committee Meeting

DATE: Thursday May7, 2015

TIME: 9:00 a.m.

PLACE: 3230B HP Deans office

ATTENDEES: Claudia Buttera (chair), Nancy Delcellier, Kevin Gallinger, Penka Matanska, Laura Thomas, Andrew Miles, Peter Mosher, Marie-Eve Noel, Ashley McKee (Scribe)

1 Agenda

1.1 Approval of Agenda - Approved

1.2 Minutes of December 1, 2015 meeting - approved via email following last meeting

2 Ongoing Business

2.1 Action items from previous meeting's minutes

1. The 'working alone guideline' was raised at Chair and Director's meeting

- The guideline was raised at C&D meeting to identify any concerns, or items that needed to be added
- C&D would be asked to endorse
- The guideline applies to all staff and students, but specifically highlights undergraduate students
- The guideline has likewise been reviewed by FMP (as many of their employees work alone)

- ACTION ITEM:

- Nancy to send latest working alone policy to Health and Safety committee

2. Nancy will send guideline to Marie-Eve, Malcolm and Health and Safety group

- It will be brought to the next meeting

3. Status of document concerning autoclave program

- Verify all the autoclave's on campus and pay for the certification (funding for this since May 2015)
- The certification is renewed annually

- ACTION ITEM:

- Nancy to run the program by Laura

4. Status of decommissioning procedure document

- Malcolm was reviewing this document
- If a lab is abandoned, it has to be brought up to standards
- Costs must be covered

5. Field work forms to be provided for Faculty wide use

- Note sent out at the beginning of the semester, with policy and instructions

6. Penka's concern about eye wash stations

- There were concerns in 2014: eye wash stations ordered for incorrect labs and installed incorrectly

- ACTION ITEM:

- Consult with Kevin

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

- Protocol is required that would consider health & safety issues when a lab is created
- There have been cases where health and safety protocols were not addressed when labs have been created and booked into unequipped rooms

- ACTION ITEM:

- Issue will be brought to Malcolm's attention at the next meeting with Marie-Eve and Nancy
- Meeting will address the creation of new courses and the associated health and safety challenges

8. Progress on lock-down policy

- Committee looking to revise current lock-down policy
- Other universities have a 3-step lock-down policy

- No resolution at the moment from the Health and Safety Committee

2.2 Signage: progress since last meeting (pictograms)

Nancy Delcellier

- Progress has been made
 - o Last few signs will be completed this week
 - o Holes have been repaired
- Committee members were dissatisfied with the signage
 - o Signs were incorrectly installed by FMP
- After 3 years, Committee will reevaluate and update

2.3 Fire Safety Wardens

- Committee members are unsure and are unable to identify who is currently a safety warden
- Departments need to be made aware of what responsibilities the position entails and that there is online training available
- On Easter Monday, there was a fire alarm and it did not go smoothly
 - o Marie-Eve will be receiving a report

- ACTION ITEM:

- A list of departments or areas that require fire safety wardens
- Marie-Eve to invite Nancy to the next C&D meeting

3 New Business

3.1 Building concerns

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

- Computer Science – Andrew Miles
 - o Safety concerns in Computer Science labs: unwanted people entering labs
 - o Computer Science will be getting swipe cards
- Chemistry – Peter Mosher
 - o Fume hoods were recently tested and ½ of the equipment failed
 - o In the Fall, the tests were modified and were made more stringent

- Members expressed concern about the labs in Tory, due to them not being alarmed
- It was suggested that it is necessary to tighten rules for 3rd party suppliers

3.2 Other concerns:

4 JHSC report

Peter Mosher/Beth Halfkenny

- Cleaning of the Asbestos in stairwells has been slated to be fixed this year
- It is unclear if Herzberg's stairwells have been scheduled for cleaning

5 EHS initiatives/mandatory training

Nancy Delcellier

Mental health Training

- The training will cover how to implement a mental health strategy
- Training is progressing: the last report showed that 62% of full-time staff had completed the training

Next Meeting – September 3rd, 2015 from 10:00am-11:00am