UNBC
LAB SAFETY COMMITTEE
Minutes

DATE: April 4, 2017
Time: 9:00am to 10:00am
Room: 9-256

Attendees:
Andrea Gorrell – Chair (CSAM)
Julia Wimmers-Klick – Sr. Lab Instructor (NMP)
Tina Bott – Sr. Lab Instructor (CSAM)
Ngoc Huynh – Nursing Lab Coordinator (CASHS)
Lydia Troc – Biological Safety Officer
Jenia Blair – Alternate ESM
Chelsea Pelletier–Asst Prof SHSC (CASHS)
Maik Gehloff – WIDC Lab Representative
Seth Jex – NUGSS Rep
Corbin Black - Grad Rep
Conan Ma – Chemical Safety Officer / RSO
Jennifer Skaar – Recording Secretary

Absent:
Saphida Migabo – ESM (CSAM)
Sarah Elliott – Manager, Security, Risk & Safety
Vacant – Risk & Safety Coordinator

1. **CALL TO ORDER**
   - Meeting was called to order 9:00 am

2. **AGENDA**
   - No changes to the agenda – Motion to approve Julia & Seth – all in favour.

3. **APPROVAL OF MINUTES – March 7, 2017**
   - No changes or corrections to the minutes – Motion to approve Julia & Maik – all in favour.

4. **SAFETY OFFICER REPORTS**
   a) **Chemical Safety Report –Conan Ma**
   - For those who work with Radioisotopes, the Canadian Nuclear Safety Commission (CNSC) licencing due to expire this month. We have two licences, teaching and research. The compliance reports for 2016 were also due this month as well. All are done.
   - Renewal applications for the same licensing as what we currently hold were submitted for both licenses. Amendments can be submitted at a later date.
   - P32 is the only radioisotope regularly used.
   - Annual Fume Hood re-certifications will need to be done -generally done at the end of August. Tina suggested that perhaps the fume hoods should be done in the spring at the end of the semester but before the usage increased with research work. Jenia commented that there would also be more people around to clean up their fume hoods. Conan will take this under consideration.
   - Annual Waste disposal is done at the end of August.
   - No chemical safety incidents to report.
   - The leaking container discussed at last month's meeting was moved into the hazmat area and will be properly disposed of with chargebacks going to the lab users.
   - Supervisor training – Conan feels that there should be mandatory faculty re-training session to incorporate the updates to WHIMS but also the entire Chemical Safety Training. WHIMS

2015 would be completely new to everyone and it would be a good way of mandating the training. There would also be a requirement for re-training every three (3) years.

- Andrea and Conan met with Geoff Payne to have a conversation about the concept of safety training after our last meeting and the issue with no one claiming the unknown substance leaking from an unlabelled container. Geoff is totally on board and will build into contracts, research funding pieces. This will include some online training, ethics training, safety training etc all across the board. This will allow us to have conversations this summer and think about what the training needs to be, put the training in place, so that once we start the conversations it's ready to go. Andrea spoke with Sarah about electronic options and Sarah already has something in the works so that Conan does not need to start from scratch. Conan understood that this was a basic WHIMS for general workers. Andrea indicated the initial pilot is but it sounds like the license will include an online chemical based / lab WHIMS version. This can be a conversation where we decide if we want something more hands on? Conan expressed that he would like to see a blackboard online course with a hands on component to the training. Tina stated that it is very useful to offer a 'mock' spill clean-up for the hands on portion of the course.

- Seth asked who would be running the training – Conan verified it would be him and he will need to consider how that will be delivered for time management.

- Andrea can see it working well by using Blackboard to deliver the better part of the course. It may offer a more straight forward option for students. Conan is looking to set up this summer.

b) **Biosafety Officer –Lydia Troc**
- No biosafety incidents to report.

5. BUSINESS ARISING

a) Safety Manual Update – Conan
- Conan is working on this and plans to have this completed over the summer.

b) Lab Safety Inspections – Conan
- Lab inspections are still ongoing and Conan will be looking to get more done sometime this week. Seth had a question regarding the inspections – with Conan's busy schedule is it possible to transfer or hire someone to handle the inspections?
- Andrea noted that there will be a new Safety Manager who will assume some of these duties and get things like the inspections back on schedule. Looking at perhaps July 1, 2017 for the Safety Manager to be in place and working within their role.

c) Permit Application Review for Brent Murray – Andrea
- Any further concerns on the resubmission of the permit application other than the addition of the Lab Coat SOP? None brought forward. Motion to accept and approve the Permit Application – all in favour.
- Andrea will let them know it is approved and time can be scheduled with Lydia for training.

6 NEW BUSINESS

a) New SOP's – Lydia
- BSL-05 Minor Spill Clean-up of Risk Group 2 Pathogen
- BSL-09 Pathogen Inventory Control
- BSL-11 Autoclaving 101
- BSL-12 Decontamination & Washing Lab Coats
- BSL-13 Transporting Biohazard Waste

- The SOP's are meant to be a step by step process which will be easy for anyone to follow even if unfamiliar with the process.

- Conan asked about the Lab Coat Washing – Lydia advised that the autoclave SOP was tested on the lab coats to ensure that the buttons would not melt etc and the SOP for the lab coats has been updated to reflect the correct process.

- Tina asked what is the highest temperature - Lydia 120 Degrees. Tina wanted to note that not all lab coats that people are using are cotton which may affect the fabric. Lydia noted that there will be lab coats available for people to use in the room and they will be responsible to autoclave the coat once they are finished using it.

- Seth – were all the SOP's developed for the permit application currently being reviewed? Lydia indicated that no, the SOP's were needing to be developed and there will be a few more to come.

- A copy of the SOP's will be provided to anyone working in the bio lab and will do one on one safety training with Lydia as well as a requirement to watch the necessary videos. Supervisors will also need to read through the SOP's and be aware of the requirements.

- There will also be a sign off sheet that will form part of the training record that is yet to come back which will contain an acknowledgement of responsibility and agreement to follow process. This has been sent to Sarah for review of the legal language to be sure it is correct.

- Lydia indicated that Public Health sent back a response to our licensing renewal and stated that our application is still ok but that we were lacking in a few details. They provided a list of recommendations to improve with a timeline of 1 year to complete.

- Lydia asked if anyone had any further comments or concerns regarding the SOP's to please forward direct to her and she will correct for the final copy.

7 CHAIR COMMENTS

- Next meeting is May 2nd then the committee can review meeting schedule for summer meetings.
- Tina Bott will be leaving UNBC in May- a short term replacement will be assuming her position.

8 MEETING AJOURNED AT 9:38am

ACTION ITEMS

Item #	Description	Who	Action
1	Lab Safety Training Changes	Conan	
2	Update on SOP's	Lydia	

NEXT MEETING
DATE: TBA
TIME: 9:00AM
ROOM: 9 - 256