

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: August 19, 2024

Time: 1:00pm – 2:00pm Meeting hosted via MS Teams

Attendees:

Kaila Fadock – Committee Chair, Sr Lab Instructor (FSE)

Alina Constantin – Co-Chair, Sr. Lab Inst (FOHHS)

Hossein Kazemian – Assoc Prof GEES (NALS)

Sydney Cruch – NHSRF Coordinator

Oliver Iorhemen – Asst Prof EENG (FOSE)

Angus Modum – Grad Rep

Jordan Wilbey – Chemical Safety Officer / RSO

Mike Bell – Lab Operations & Infrastructure

Harpreet Johnson – Recording Secretary

Absent:

Saphida Migabo – ESM (FOE)

Maik Gehloff – Sr. Lab Instructor WIDC Lab (FSE)

Vacant – NUGSS Rep

Scott McMillan – Manager of OH&S

Thya Warren – Safety Officer

1. Meeting Called to order – 1:03pm

2. Territory Acknowledgement – Kaila

3. AGENDA

- Approved by Alina and Sydney. All in favour.

4. APPROVAL OF MINUTES – April 2024

- Approved by Alina and second by Hossein. All in favour.

5. SAFETY OFFICER REPORTS

a) Chemical Safety Report – Jordan

- Nothing to report.

b) Biological Safety Report – Mike

- Nothing to report. No incidents.

6. BUSINESS ARISING

a) Follow-up to the Hg Thermometer replacements -Jordan

- i. Before the summer, there was a process to get rid of any mercury thermometers. 17 thermometers were turned in. Currently waiting for coding on replacement costs.

Kaila: Is that cost coming out of Safety Office or out of Office of Research?

Mike: It was joined with Scott; Safety would pay for half and Office of Research would pay for half of it.

Kaila: Is there an expected timeline?

Mike: Probably sometime in September as everyone is on holidays right now.

b) Lab inspections – New sign-up procedure and inspection checklist, regional inspections

- i. Over the summer, there was a development of a new checklist. It was just updated from the previous checklist to be a little bit clearer.

Jordan: It would be easiest to send out a spreadsheet and have lab supervisors or anyone that is responsible for labs to sign up that way. Essentially, the plan is to inspect all the teaching labs whether they are dry or wet labs. Don't think any dry labs have ever been inspected.

Hossein: Will the research labs be covered as well? Is the deadline the 26th?

Jordan: The anticipated start date is the 26th and hoping to have them all done by October 11th.

Hossein: Some faculty have been told to send in their availability by August 26th, is this the correct date?

Jordan: If supervisors or if anybody else uses the spaces, does not sign up before the 26th, we will just conduct the inspection without anyone present.

Hossein: Have a lot of people signed up already? Since it is summer still, a lot of people are on vacation.

Kaila: It is the scheduling that we would like to line up before the end of summer.

Some inspections won't be done until late September.

Jordan: We have about 1/3 of people signed up. The reason it was sent out, was so everyone is aware that Jordan will be doing the inspections.

Hossein: Will there still be surprise inspections?

Jordan: Surprise inspections will still happen.

Jordan: The lab inspection checklist was sent out and there was not much feedback.

Going forward is there a certain structure that we should be following?

Hossein: Adding it to the agenda to discuss it within the committee. Sending it by email does get missed.

Mike: The procedure isn't defined anywhere. Jordan and Mike started revising this checklist at the beginning of the summer. Multiple emails were sent out in the summer for it to be reviewed.

Kaila: For those that aren't responding, a recommendation would be individually reaching out to these people and working out a time that would work for everyone.

Regional Inspection– Jordan will be at QRRC in October. Terrace, Jordan will follow up with Scott to see if he will be doing this one.

c) Fume hood certifications – Jordan

- i. The process that was being done in the past; it was not sufficient. There were no digital copies kept for any measurements that were taken, it was all kept in a notebook. Once you certify a fume hood, you're supposed send off the numbers to facility in case there needs to be any recalibration for any sensors. It hasn't been done in 5 years. A lot of them do need to be recalibrated. Working with facilities to see what the easiest way to do this is. Over half of the fume hoods in the teaching labs need to be looked at.

Kaila: Is this a concern with the fact teaching will be begin in those labs soon? Can they still be used?

Jordan: They can still be used. An email has been sent to Chris and Andy. Jordan will give an update when he hears back from Facilities.

Kaila: If needed, an email can be pushed out to make this a priority.

Mike: Bio Safety certifications are going to be starting tomorrow and Wednesday (August 20th, 21st). All the BSC on campus will be certified starting tomorrow.

d) Emergency contacts for labs - Jordan

- i. Put all new emergency contact lists on each exit doors in teaching labs and building 4. Building 9 and the fume building 10 still need to be done. They weren't update since 2008/2009.

Kaila: When you do lab inspections, are you able to bring those to update those in the research lab as well?

Jordan: Those will be updated.

e) Lab user list-Jordan

- i. If there is an emergency in a lab, there is no that Jordan has or that Facilities has that shows who has access to this lab. If there is a spill in that room, there's no way of knowing who to email to let them know that there is no access to that room. Getting each supervisor to send their students, grad students and staff so we have contact information.

Kailia: Why doesn't facilities have a list? They are the one that makes the keys for these rooms.

Jordan: Talked to Scott Anderson and he advised it'd be easier to contact each supervisor.

Kaila: Every semester this is going to be a heavy workload. Would it be better to just have supervisor contact? If there was an incident in the labs, contact the supervisor and the supervisor would be responsible to contact who has access.

Jordan: When a key request gets sent to Mike, there would be a share point document for each supervisor that would get updated when a request has been made.

Kaila: There are concerns with this, as it would be another thing that supervisors would have to double check.

Hossein: Agreeing with Kaila. Collecting this information is great, but it would be a lot of work for supervisors to go through.

Jordan: Another reason this list being implemented is for inspections. Having a list on hand for inspection or for WCB, would be easier than waiting on facilities.

f) SLSO revision

- i. Kaila - SLSO is an online course through moodle. Once the student completes the course and passes, what is the process? Are they receiving stickers or badges?

Jordan: They still receive stickers from the Cashier's office. The reason for the revisions, there was some unnecessary information in it. We are making it more relevant to under grad students.

Kaila: The material that was left out, is more like the material that is provided during chem safety training. It is a different tier.

Hossein: When we are changing to the new cards, we should still be applying the stickers. Was told that they didn't have any stickers for the new cards.

Kaila: Next meeting we can speak to Scott to see what the process is for the stickers.

g) Chemical Inventory - Joradn

- i. Last time it was done was in 2015/2016. The plan is that once lab inspections are done, everything in the lab should be clean and good to do an inventory. That would be the best time to do it.

Kaila: Is each lab responsible for maintaining their inventory? When a chemical arrives, through the receiving officer, then it gets logged.

Jordan: Some groups do not communicate when things have used or transferred from lab to lab.

7. NEW BUSINESS

Undergrad student representative

-Last week Kaila reached out to the President of NUGGS, about finding a replacement for an under-grad student for this committee. If nothing has come back from the NUGGS rep or someone from NUGGS by the time the semester starts, Kaila will reach out individually to the chemistry/biochemistry club to see if there is someone in that club. Hopefully then we can get a student that would be willing to step forward to being out undergraduate representative.

Fall semester meeting schedule

Kaila- We generally meet on the third Monday of each month. Does this still work if we stick to the same time? Monday works best for Kaila

Angus- Monday's don't work due to class.

Kaila- We will have to come back to this. If this works for everyone, we may have to have someone serve in place of Angus as a grad rep until the following semester.

Kaila – Would 12-1 work better?

1-2pm works best for most of the committee. Keep it the same as now, the third Monday of each month from 1:00pm – 2:00pm.

8. ROUND TABLE DISCUSSION:

9. MEETING AJOURNED AT: 1:58pm

ACTION ITEMS

Item #	Description	Who	Action
1	Options for replacing mercury thermometers. Send out notices to labs regarding usage of thermometers and phasing them out.	Mike/Jordan	Ongoing
2.			
3.			
4.			

NEXT MEETING DATE: SEPTEMBER 16, 2024
TIME: 1:00PM – 2:00PM – MS TEAMS - *UNLESS OTHERWISE NOTED*
UPCOMING MEETING DATES: TBA