

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: January 15, 2024

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

Attendees:

Alina Constantin – Co-Chair, Sr. Lab Inst (FOHHS)
Saphida Migabo – ESM (FOE)
Lukas Dauksas – NUGSS Rep
Oliver Iorhemen – Asst Prof EENG (FOSE)
Kaila Fadock – Sr Lab Instructor (FOSE)
Hossein Kazemian – Sr Lab Instructor (NALS)
Maik Gehloff – WIDC Lab (FOSE)
Sydney Cruch – NHSRF Coordinator
Angus Modum – Grad Rep
Scott McMillan – Manager of OH&S
Mike Bell – Lab Operations & Infrastructure
Jordan Wilbey – Chemical Safety Officer / RSO
Harpreet Johnson – Recording Secretary

Absent:

Vacant – Committee Chair

1. Meeting Called to order – 1:07pm

2. Territory Acknowledgement – Alina

3. AGENDA

- No additions or changes. Approved by Maik and Kaila. All in favour.

4. APPROVAL OF MINUTES – December

- Approved by Hossein and 2nd by Maik. All in favour.

5. SAFETY OFFICER REPORTS

a) Chemical Safety Report – Jordan

-No incidents to report.

b) Biosafety Officer – Mike

-No incidents to report.

6. BUSINESS ARISING – New Chair

An option is to have an interim Chair – have someone until the end of the semester, next four months.
Scott – This committee is not regulated by WorkSafe BC corporation so we are able to choose what we would like to do. One idea is to have one chair for the first 2 months of the semester and then another one for the last 2 months of the semester. January/February and then March/April.

Question: Do we not have a term of reference? In terms of who can be chair?

Scott: We do have a term of reference, but it is not governed by the WorkSafe Corporation.

Kaila – reviewed the terms and reference last time and there is nothing that indicates specifically who has to be, it just needs to be a member of the committee. It was suggested the people that report to the committee such as the chemical safety officer and biological safety officer should not be considered because of the role specifically of this committee is to report on those positions reports to JOHSC.

Scott shared the terms of reference with the committee.

Nominate Maik for Chair

Call Maik for interim chair until the end of April 2024. Kaila can take over in May 2024.

7. NEW BUSINESS

• Inventory of Chemstores Vertere – Jordan

There hasn't been inventory of Chemstores in a long time.

Looking to move the inventory to Vertere – Chemical inventory system online. This will make it easier to keep track of stock.

Kaila- Is this consumable supplies? Gloves, tips, tape etc. not chemicals?

Jordan – Yes, it is consumables. It will be separated into different categories, supplies, chemicals/biologicals etc.

Jordan will make a procedure on how to sign up and how to navigate the system when it is up and running. It is a free program.

Kaila: with Vertere, you have to use a VPN to login to it since the most recent update in December with the Wi-Fi, is that going to continue to be an issue?

Jordan: Contacted IT and for the foreseeable future you will need a VPN to access Vertere, their main concern is that there is no way to track who has access. After someone has left the University, there is no fail safe to remove them from the system. It's a work in progress still.

Scott: Can we take inventory of the access users?

Jordan: We could look into a mailing list for Vertere to see who has access to the site.

Kaila: We probably don't need a mailing list just for Vertere, Labs is a general email that covers that. When you're looking at access, each PI from every research group who purchases things to see what access people have, as a base level. Individuals can contact Jordan to get access to it as well.

Question: Is there a system on Vertere for booking? If there is a feature within that already that does allow to input details of instruments, then people can be booking things online. Then it can be completely digitized.

Jordan: Doesn't think it has that functionality, it is more of an inventory system.

Scott: Could we use Outlook?

Kaila: There is a problem with IT and Outlook adding users and removing users. There is too much work on IT to do that, and they refuse to train someone to do it. Outlook is still used but it is a manual system where each lab tech must individually approve each request to use an instrument.

Jordan: Previously you had to be added to the list, but now anyone can book time, so it is not as regulated as before.

- **TDG LAND/Air Certification - Jordan**

Air certification – be able to send dangerous goods via air. There is currently only one other person on campus that is certified. Who else should be trained on TDG by land or air?

Distribution has just by land, they are looking into air certification.

Scott – the other person with air only has pre certificate which might not reflect certification and is only training. Once Jordan is trained, we will have one person fully certified. It would be great to have 5 people trained. It is approximately a \$300 course; we will not need to purchase any manuals as we have one hard copy which costs \$500. A new manual is printed each year and charges \$500 for it.

Hossein: How involved is the course and the training and keeping the certificate? Hossein could coordinate with one of the NALS people to have some people trained. Jordan or Scott to provide more information. Hossein will consider having one of the NALS people trained.

Scott: Once the Safety officer is hired, we will work to have that person trained as well. It would be good to have about 3 people trained on campus, preferably someone outside of Scott's department.

Hossein: What is involved, how long the training is, the cost, give a whole picture and Hossein can consider it.

Kaila: Is this something could be useful for our new laboratory technician for chemistry and biochemistry as a backup?

Scott: yes, that could be useful.

Mike: Air certification is valid for 2 years.

Mike: It might be a good idea to stagger the training/certification so this way they don't all expire at once. Maybe stagger it to be 6 months apart.

8. ROUND TABLE DISCUSSION:

Next meeting: the third Monday of February is Family Day. Is this time still good for everyone? Time works for everyone. February 26th works well for everyone. Harpreet to send out an invite.

9. MEETING AJOURNED AT: 1:34pm

ACTION ITEMS

Item #	Description	Who	Action
1	Review of the Visitors to Labs policy –currently in draft	Safety Office	Tabled for response from Safety
2.	Service dogs in lab space policy	Safety Office	Tabled for response from Safety to align with the UNBC animals on campus policy.
3.	Classification of Lab Space	Safety Office	Tabled for input from Safety.
4.	Procedure for UNBC Labs under Evacuation	Safety Office - Emergency Ops	Under development as part of the emergency operations.

NEXT MEETING DATE: FEBRUARY 26TH, 2024

TIME: 1:00PM – 2:00PM – MS TEAMS - *UNLESS OTHERWISE NOTED*

UPCOMING MEETING DATES: TBA