

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: September 16, 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 – Manager, Animal Care and Welfare

Oliver Iorhemen – Asst Prof EENG (FOSE)

Scott McMillan – Manager of OH&S

Thya Warren – Safety Officer

Jordan Wilbey – Chemical Safety Officer / RSO

Mike Bell – Lab Operations & Infrastructure

Harpreet Johnson – Recording Secretary

Absent:

Saphida Migabo – ESM (FOE)

Vacant – NUGSS Rep

Angus Modum – Grad Rep

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

1. Meeting Called to order – 1:03pm

2. Territory Acknowledgement – Kaila

3. AGENDA

- Approved by Sydney and Alina. All in favour.

4. APPROVAL OF MINUTES – August 2024

- Approved by Sydney and Oliver. All in favour.

5. SAFETY OFFICER REPORTS

a) Chemical Safety Report – Jordan

- Nothing to report.
- Inspections – 15% have been completed. The biggest issue right now is signage.

Kaila: Are copies of the reports going to be put in the teams folder for this group?

Jordan: Yes, they will be in the teams folder and broken down by buildings. As well as the tracking summary.

Kaila: Moving forward with some of the inspections, we should revisit if there is of any major concern.

Thya: When the fume hood and annual inspections, where are the cleared certification inspection reports?

Jordan: Fume hoods, they are tracked on a spreadsheet, and when they are all finished, that will go to facilities and if any fume hoods need to be looked at, facilities will do that.

b) Biological Safety Report – Mike

- Nothing to report. No incidents.
- **Mike:** Annual certifications of BSC's in late August but hasn't received the report yet for the year yet. There were three hoods that have failed and is currently working with facilities to get those hoods up and running. Ongoing
- **Kaila:** When the inspections on the fume hoods are done, the certification sticker on the fume hoods do get updated.
- **Mike:** BSC's also get new stickers with when they were certified.

6. BUSINESS ARISING

a) Lab inspections -Jordan

- i. Kaila: How is sign up going? Are you reaching out to individuals now to sign up on their own?

Jordan: The cut off is in a week or two – after that cut off date, Mike and Jordan can go ahead and inspect it. The supervisors have had plenty of time to sign up if they would like to be present.

7. NEW BUSINESS

Bio Hazard Substance Renewal permit application:

-Application for the NALS group

-The various biological form to look for approval has been added to the teams folder – Kaila shared her screen to go over it with everyone.

-**Mike** has no issue approving this renewal.

Kaila: Is the scientist that is in charge of this, is there any thought of her leaving in the next year or two and if so, is there a transferring process where if she does leave, would we have to add someone else onto the permit.

Mike: Not too sure, but if she does leave, we would reach out to NALS and then do an amendment to the license.

Sydney: Is the original application on teams somewhere to reference?

Kaila: It is in Teams if you need to reference back to the original application

Kaila: There are no concerns or comments from the committee, we can go ahead with the renewal.

Fall semester fire drills

Kaila- The teaching buildings for fire drills – Knowing there is a sense of keeping them somewhat of a surprise, it would be good to have Hossein into the loop as there are some technical equipment that could be problematic with fire drills, it would be appropriate to bring some people into the loop. Is there a tentative date for Lab 8?

Scott: Lab 8, the fire drill will in the morning of September 27th.

Hossein: We have an audit next week, so we don't want to have anything to interfere with that. September 24th and 25th audit in the morning.

Scott: Lab 4 – September 20th in the morning.

Kaila: Monday, Wednesday or Friday works best for Building 8.

Alina: Are there any rules or regulations about when we must evacuate when there are fire drills or fires, for people that are in wheelchairs.

Kaila: In building 8, there is no way to get off the 3rd or 4th floor, there are muster points that are in the far stairwells which are supposed to be inspected. That is where wheelchair users are supposed to go.

Alina: Are they identified? In building 9, there is nothing.

Scott: There should be some signage, but if there isn't, we need to get those up right away.

Scott: They make their way to those refuge areas, and someone will go tell the fire fighters/ reps that there is someone at the muster point that is in a wheelchair and needs help.

Alina: Is there someone that we should be designating this to? If there is one friend that keeps this person in mind.

Scott: There is a process in our Evacuation plan coming soon. The current process is to get to the refuge area and tell someone.

Mike: There should be signage saying where the refuge point is in the buildings. That should be visible for people.

Alina: The people that are in wheelchairs, they don't use the stairs, they use the elevators so they might not have even seen the signage.

Mike: Each lab had a fire Marshall that if you needed assistance during fire drills or fires, once they did the last sweep of the floors, they took it upon themselves to help those that needed.

Scott: A fire captain might help too, to make sure everyone has a plan.

Kaila: Have a friend stay with the person at the muster point and then have the supervisor of the lab to go tell the fire fighters. This way, the person is not feeling as if they have been left behind.

8. ROUND TABLE DISCUSSION:

Kaila: A lot of new signage has been put up specifically for proper attire to wear in labs.

Kaila is still looking for a NUGGS Representative for this committee.

Jordan: Working on a new chemical waste flow chart. The old was in a table format and was not straightforward. It will be circulated to the group once it is finished.

9. MEETING AJOURNED AT: 1:25pm

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: OCTOBER 21, 2024

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

UPCOMING MEETING DATES: NOVEMBER 18, 2024