

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: April 17, 2023

Time: 9:00am –10:00am Meeting hosted via MS Teams

Attendees:

Tammy Klassen-Ross, Chair Sr. Instructor HLSC (FOHHS)
Kaila Fadock – Sr Lab Instructor (FOSE)
Maik Gehloff – WIDC Lab (FOSE)
Angus Modum– Grad Rep
Hossein Kazemian – Sr Lab Instructor (NALS)
Scott McMillan – Manager of OH&S
Conan Ma – Chemical Safety Officer / RSO
Jennifer Skaar – Recording Secretary

Absent:

Alina Constantin–Co-Chair, Sr. Lab Inst (FOHHS)
Saphida Migabo – ESM (FOE)
Oliver Iorhemen -Asst Prof EENG (FOSE)
Vacant – NUGSS Rep
Vacant – NHSRF Coordinator

1. Meeting Called to order – 9:05am

2. Welcome to new committee rep – Tammy

-Tammy welcomed Angus Modum as the new Grad Rep for the committee. Round table introductions. Tammy noted that there is a new Animal Care Manager as well and an invite to join the committee will be sent out for next meeting.

3. Territory Acknowledgement – Tammy

4. AGENDA

- No additions or changes. All in favour

5. APPROVAL OF MINUTES – March 20, 2023

- No changes or corrections to the minutes– motion to approve Kaila & Tammy. All in favour.

6. SAFETY OFFICER REPORTS

a) Chemical Safety Report – Conan

-No spills or incidents to report.

-March 14th was the CO2 system discharge incident that resulted in the fire alarm reported last month in Conan's absence. Conan provided an update:

-The CO2 fire extinguishing system discharged in the hazmat storage room. The Fire Department investigated when they arrived on scene and confirmed there was no fire and suggested more likely an equipment malfunction. Facilities investigated and were in agreement.

-Facilities is looking into replacement / repair options.

-Contents have been temporarily moved until the replacement/ repairs are complete.

-Scott noted that if someone entered the room after the CO2 was deployed, they could have a fatal exposure

-Comment: 80% of team members didn't leave their lab space under the assumption the alarm was a drill until they were told by the supervisor the building was in alarm and they must leave. This raises concerns about training and the fact the alarm was ignored. Training must be clear, if there is an alarm, you must leave. There should also be consequences for people obviously choose not to leave. Scott and Conan will work on a training script regarding alarms for Supervisors who can deliver a reminder to all people working in their space.

-Comment: if people can relocate to another building when their building is under alarm, it will be difficult to locate them to confirm they left. Could a process to have team members report back to the Supervisor be included as part of this training? Tammy recommended that if Building 4 goes into alarm, due to hazards it is best to go direct to the muster station.

-Comment: There are too many exits from the buildings for people to get to one location but could have a process that requires staff to reach out to their supervisor to confirm they are safe?

- Comment: If a staff member was in building 9 and building 4 went into alarm, there would be no way to know they should reach out to the supervisor.
-Comment: Nothing will be perfect but the supervisor should set a process that their teams will follow to verify they are safe when the building goes into alarm.

-The second incident reviewed last month was 2 lab doors unlocked and propped open that Security discovered. Conan needs to have a discussion with the supervisors of the lab space to remind them this cannot happen. Tammy suggested that there should be consequences that fall to supervisors for this such as lost privileges for noncompliance.

-Comment: One of the rooms has 3 supervisors assigned to the space, could the door be re-keyed so that everyone in that space will need to reapply for access?

-Question: Confirmed the room in question has a physical key, better solution to go with a key card system but unsure who would be responsible for the upgrade? Confirmed it is generally the supervisor of the space.

-Suggestion: Send a memo to the stakeholders (Dean, Office of Research etc) for the space in question to emphasize the safety concern and the recommendation for an upgrade to install a key card system.

-Question: Is this something that would be forwarded to the joint health & safety committee? Scott recommended Tammy send a memo to the Dean and the Safety Office initially. Tammy asked Conan to send her details of the past incidents for her to present.

-Conan noted that lab inspections are slightly behind and he should catch up end of April beginning of May.

b) **Biosafety Officer – Conan**

-No biosafety incidents or concerns to report.

-Tammy asked if the new animal care manager will be taking on any of the additional roles held by Lydia such as the biosafety officer? Conan indicated there are no plans for the biosafety officer role to be moved, it will remain with him for now.

7. BUSINESS ARISING

a) **Terms of Reference Review – Tammy**

-Tammy asked everyone to review the terms of reference draft posted on the Lab Safety MS Team. Bring back any additional recommendations for a final review next month.

8. NEW BUSINESS

a) **Visitors to Labs - Conan**

-Conan indicated that there is no formal policy or procedure in place for visitors in labs. Concerns have been raised such as: Are coordinators providing safety orientations to all visitors? Who is responsible for visitors in lab space or touring through lab space?

-Currently working on procedures and possibly a policy for visitors in lab space that would be centralized through the Safety Office. These would be brought forward to the committee when a draft is created.

-Question: would recommend that there be different levels or process depending on the reason for the visit for example a walk-through tour is different than a lab activity.

-Comment: Recently had Ministers who visited WIRL to do an unscheduled walk-through. WIRL did a quick safety check for PPE – ie closed toed shoes and will provide any PPE for people to enter the space. For these types of visits, WIRL stops work to render the space inactive prior to the walk-through tour thereby lowering the risk. A general policy may be difficult to do.

-Comment: NALS has several visits and some are unexpected as well. They provide necessary PPE to visitors but coordinating procedures that go to Safety would be difficult. Having a waiver form for the liability that they could sign at the lab would be the easiest.

-Suggestion: For quick tours or walk-throughs, could each lab have a stack of liability waivers that visitors could be asked to sign prior to access and then high school/student visits would be more involved.

-Tammy is involved in a high school group coming into a lab and there was no process in place. After discussing with Scott, she has required that each student complete the SLSO course (and pass),

provide a liability waiver signed by their parent, and have the proper PPE for the space prior to access.

-Comment: Having a standard liability waiver for visitors to campus would be important and could be sent out in advance of the visit. Jennifer commented that liability waivers should go through Safety & Risk for appropriate language. If anyone has samples that they are using or have been used, could you email a copy to safety@unbc.ca. Tammy used the waiver taken off the Safety web page for minors. Tammy also mentioned that there is a massive document that parents have to sign off on & will have it forwarded to Jennifer for reference.

-Comment: It would be great to have something set up on the labs page that is specific for visitors to labs to outline the process and provide access to the forms.

9 ROUND TABLE DISCUSSION:

-Nothing heard

10 MEETING AJOURNED AT: 10:00am

ACTION ITEMS

Item #	Description	Who	Action
1	Review of the Visitors to Labs policy –currently in draft	Safety Office	Tabled for response from Safety
3	Funding for permanent solution for special fume hood accommodation	Conan	Kaila and Conan to reach out to safety in summer 2021 for funding to move forward.
4.	Service dogs in lab space policy	Safety Office	Tabled for response from Safety to align with the UNBC animals on campus policy.
5.	Classification of Lab Space	Safety Office	Tabled for input from Safety.
Standing	Procedure for UNBC Labs under Evacuation	Emergency Ops	Remaining as a standing item. To be addressed by emergency operations.

NEXT MEETING DATE: MAY 15, 2023

TIME: 9:00AM TO 10:00AM – MS TEAMS - UNLESS OTHERWISE NOTED

UPCOMING MEETING DATES: TBA