

**UNBC  
LAB SAFETY COMMITTEE  
MINUTES**

**DATE: April 5, 2018**

Time: 9:00am to 10:00am

Room: 9-256

**Attendees:**

**Andrea Gorrell – Chair (CSAM)**

**Chelsea Pelletier–Chair** Asst Prof SHSC (CASHS)

**Julia Wimmers-Klick – Sr. Lab Instructor (NMP)**

**Alina Constantin – Sr. Lab Instructor (NMP)**

**Ngoc Huynh – Nursing Lab Coordinator (CASHS)**

**Kaila Fadock – Sr Lab Instructor (CSAM)**

**Corbin Black - Grad Rep**

**Maik Gehloff – WIDC Lab Representative**

**Alanna Koopmans – NUGSS Rep**

Lydia Troc – Manager of Health & Safety

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

**Absent:**

**Saphida Migabo – ESM (CSAM)**

Daniel Erasmus – *Alternate CSAM*

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

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Chair: Andrea Gorrell

**1. Meeting Called to order – 9:03am**

- Round Table introductions

**2. AGENDA**

- No changes to the agenda – motion to approve, all in favour.
- Most current copy of the Chemical Safety Manual will be made available under the Lab Safety Committee folder on the g-drive for review by members. An older version had initially been sent out via email for this meeting.

**3. APPROVAL OF MINUTES – March 1, 2018**

- No changes or corrections.
- Motion to approve– All in favour.

**4. SAFETY OFFICER REPORTS**

a) **Chemical Safety Report –Conan Ma**

- No chemical safety incidents to report.
- Inventory will take priority over the next couple of months.
- Radiation annual compliance reports have been sent out.
- Lab inspections will focus on the teaching labs. Conan will schedule over the next couple of weeks.
- Lydia advised that the NMP Lab is being added to the inspection list. Twylla confirmed that UBC provided permission.
- Ngoc asked if the inspections would also include the nursing lab? Andrea indicated that the inspections generally are conducted in spaces that have chemical or biological safety concerns. Those that do not have these safety concerns would fall under the regular building inspections. Lydia clarified that so long as there is access to the room, it would fall under the building inspections. Lydia suggested that the nursing lab be added to the lab inspection list. Andrea agreed and suggested that when the inspection is conducted it can be decided if it is necessary to continue under the lab safety inspections.

b) **Biosafety Officer –Lydia Troc**

- Lydia confirmed no incidents to report.

- An amendment to the permit reviewed earlier for the NALS Lab Group was received. Andrea pulled up the information to review with the committee. There was an incorrect catalogue number for one of the stain identification names. The species was correct but the name of the strain was incorrect. The permit has been updated and they have added more control tracking. Andrea will forward to the committee for review at the next meeting. Changes are bolded for easy reference and the document is not yet signed. Andrea does not see any major concerns.
- The new position in Animal Care will also be the Biosafety officer backup. If the candidate accepts the position, looking for a May start.

## 5. BUSINESS ARISING

- a) Fire Extinguisher in Anatomy Lab –Lydia
  - Fire extinguisher was replaced. Located in the office below the window.
- b) Review of Chemical Safety Manual and Biosafety Manual – Andrea
  - Latest copy is now on the g-drive. Andrea asked if there was anyone who does not have access – she will put in a request to IT to ensure all the committee members have access.
  - Lydia asked to leave the Biosafety Manual off the agenda for review at the moment. She would like to wait until the new position is filled to have them available for input. Andrea asked that everyone review the Chemical Safety Manual for now.
  - Conan wanted to provide the location of the word document for the Chemical Safety Manual. It is under g-drive lab safety-chem safety-manuals. This document will allow you to do edits
- c) Review of Terms of Reference – Andrea
  - Asked for everyone to review the TOR. Conan will look at the reference in the TOR to the Radiation Safety Committee. Lydia feels that there should be a connection between the Chemical Safety and Radiation Safety. Andrea want to ensure that the authority is clarified.
- d) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Andrea
  - Andrea is waiting to chat with the Deans at the end of summer. Leave on the agenda for now. May look at an addition regarding lab evacuation to the Chemical Safety Manual.

## 6 NEW BUSINESS

- a) Committee Meeting Schedule – Andrea
  - Chelsea will be taking over as the committee chair in July.
  - Andrea is looking for a CSAM replacement during her absence.
  - If everyone can review their teaching schedules – may look at skipping the July meeting if attendance will be low.

## 7 CHAIR COMMENTS - Andrea

- Andrea will be on sabbatical starting July 1 for one year.

## 8 MEETING AJOURNED AT: 9:28am

### ACTION ITEMS

Item #	Description	Who	Action
1	Review of Safety Manuals	ALL	
2	Review of Terms of Reference	ALL	
3	Procedure for UNBC Labs under Evacuation Notice	Andrea	Remain on agenda as ongoing item for review

**NEXT MEETING DATES:**  
**MAY 3; JUNE 7**  
**TIME: 9:00AM TO 10:00AM**  
**ROOM: 9 - 256**