

**UNBC
LAB SAFETY COMMITTEE
MINUTES**

DATE: August 2, 2018

Time: 9:00am to 10:00am

Room: 9-256

Attendees:

Chelsea Pelletier–Chair, Asst Prof SHSC (CASHS)

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

Alina Constantin – Sr. Lab Instructor (NMP)

Maik Gehloff – WIDC Lab Representative

Lydia Troc – Manager of Health & Safety

Absent:

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Saphida Migabo – ESM (CSAM)

Corbin Black - Grad Rep

Alanna Koopmans – NUGSS Rep

Kaila Fadock – Sr Lab Instructor (CSAM)

Conan Ma – Chemical Safety Officer / RSO

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

Jennifer Skaar – Recording Secretary

1. Meeting Called to order – 9:12am

2. AGENDA

- No changes or amendments.
- Motion to approve, all in favour.

3. APPROVAL OF MINUTES – June 26, 2018

- No changes or corrections.
- Motion to approve by Maik & Chelsea -All in favour.

4. SAFETY OFFICER REPORTS

a) **Chemical Safety Report – Lydia in Conan’s absence**

- Conan texted Lydia, no Chemical Safety incidents to report.
- Clean Harbours has been scheduled for August 28th to collect the chemical waste.
- The fume hood certification will be completed by Conan once he returns from vacation and prior to September.
- Looking at September 2 for the Lab Orientation.

b) **Biosafety Officer –Lydia Troc**

- Lydia verified there have not been any biosafety incidents or issues to report.
- The NMP has approached Lydia on the possibility of using the Level 2 lab for a project. Lydia will be taking the group on a tour of the lab space to ensure it will meet their needs and then review the SOP’s for use of the space if it goes forward.

5. BUSINESS ARISING

a) Review of the Chemical Safety Manual – Chelsea

- *Held for next meeting in Conan’s absence.*
- Chelsea asked everyone if they have not reviewed the manual to please do prior to the next meeting.

b) Review of the Visitors to Labs policy – Chelsea

- Would like everyone to review the Visitors to the Labs policy which is available on the g-drive.
- Chelsea feels it is important as it addresses minors in lab space etc.
- Lydia will check with Sarah Elliott to find out what the process is for policies and update the Committee before too much time is spent on it.

- c) Appointment of an alternate Chair for the Lab Safety Committee - Chelsea
 - Lydia suggested Alina or Saphida as they have sat the longest on the Committee.
 - Chelsea asked Alina if she would accept, Alina agree and will stand as the co-chair.
- d) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Chelsea
 - Nothing has come back to the committee for an update.
 - Lydia will ask Sarah if there is any information to report back.

6 NEW BUSINESS

- a) Meeting Times for fall – Chelsea
 - Wait for Jennifer to return. Preference for 9:00am or 3:00/ 4:00pm. Chelsea will have Jennifer send an email for Tuesday or Thursday mornings at 9:00am to start and go from there.
- b) Fire Drills – Lydia
 - Fire drills will be taking place beginning of September, Lydia will reach out to Chelsea to what days won't work with the orientations etc.

7 CHAIR COMMENTS

- No comments

8 MEETING AJOURNED AT: 9:30am

ACTION ITEMS

Item #	Description	Who	Action
1	Review of the final Chemical Safety Manual	ALL	
2	Review of Biosafety Manual	ALL	Tabled until the Biosafety Officer position is filled.
3	Review of the Visitors to Labs policy –currently in draft	ALL	
Standing	Procedure for UNBC Labs under Evacuation Notice	Chelsea	Remain on agenda as ongoing item for review

NEXT MEETING DATES:

TBA

TIME: 9:00AM TO 10:00AM

ROOM: 9 - 256