

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: February 11, 2019

Time: 3:30pm to 4:30pm

Room: 9-256

Attendees:

Chelsea Pelletier–Chair, Asst Prof SHSC (CASHS)

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

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Saphida Migabo – ESM (CSAM)

Kaila Fadock – Sr Lab Instructor (CSAM)

Kerry Reimer – Professor (CSAM)

Maik Gehloff – WIDC Lab Representative

Viktor Slat - Grad Rep

Alanna Koopmans – NUGSS Rep

Natalie de Bruyn – NHSRF Coordinator

Lydia Troc – Manager of Health & Safety

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

Absent:

Alina Constantin – Sr. Lab Instructor (NMP)

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

1. Meeting Called to order – 3:30pm

2. AGENDA

- Additions to agenda: Under New Business
 - Safety checklist for lab orientations - Lydia
 - Injuries in teaching labs and protocols - Kerry
- Motion to approve the agenda, all in favour.

3. APPROVAL OF MINUTES – January 21, 2019

- No changes or corrections.
- Motion to approve by Kaila & Ngoc -All in favour.

4. SAFETY OFFICER REPORTS

- a) **Chemical Safety Report – Conan**
- No incidents to report
- b) **Biosafety Officer –Lydia Troc**
-No incidents to report.

5. BUSINESS ARISING

- a) Visitors to the lab process – Lydia
-The visitors to the lab will not be a policy but will be a procedure. Lydia and Sarah have been working on the procedure and Sarah has some further input. Once the final draft is completed it will be emailed out to Committee Members for a final review and feedback.
- b) Biosafety Policy – Chelsea
-No further updates to provide to the Committee. Chelsea has followed up with Heather and will report back to the Committee next meeting.
- c) Vacated labs process review – Lydia
-When Faculty are vacating labs there is paperwork that is not consistently being completed. Some people are not aware that such a form exists. The Faculty document is only available under policies other than a Graduate Student vacating a lab form located on the lab's website. There are issues when labs are being vacated and it is important that the documents are easy to find and used.

Lydia is working on the form and a location for them to exist. The HR exit form also references this document. In addition to people leaving the University, the form needs to provide direction for when a Faculty Member is moving out of a lab space which is not currently addressed.

- d) Environmentally friendly lab gloves – Conan
-Per Saphida's inquiry last month, Conan looked into options for lab gloves that would meet safety standards for chemicals and which were more environmentally friendly. Currently we use nitrile gloves which appear to be a better option than latex options due to allergies. There is a company who is making a biodegradable nitrile glove option but it is two to three times more expensive than the current product. Chelsea asked where the glove budget comes from – Conan confirmed it is the responsibility of each lab. Maik commented that it would be important to know the life span of the gloves. Conan is going to contact the manufacturer to see if we can obtain a sample of the product for review.

6 NEW BUSINESS

- a) Safety checklist lab orientations – Lydia
-The HR training modules were rolled out last week and everyone should have received the email with the link. This new online training replaces the safety checklist that was previously used for keys to space etc. Lydia provided a document she has been working on – Lab Safety Orientation Checklist for review. The idea is that every student who requires access to the lab have their name and a copy of the completed checklist filed in a red binder which will be located in a document bucket at each lab's entrance door. This will be the required safety training for labs that everyone will need to go through. The UNBC student's supervisor will need to go through the checklist with the student, checking off each item in the sections as they orientate the student. The red binder will contain the emergency procedures plan for each applicable lab space as many do not currently have one.

Round Table Comments & Discussion:

- Form is geared towards research labs but does not address other space such as teaching labs or other space that does not fall under lab space?
- If a grad student were to complete for a specific lab, would they also be required to complete another if they were a TA in different space?
- Is this form intended to replace the safety checklist currently being used? There have been discussions outside of this Committee and many Faculty feel lost regarding student safety and none of the information on the form is applicable. Need a version or modification that broadens the areas being addressed.
- WIRL because of their unique space, has their own safety training process which can extend to include training on specific equipment. These records are maintained at that location.
- Nursing also has a very unique space, creating a safety checklist that would better represent that space may be more appropriate.
- How many supervisors know or are aware they are responsible for providing students with safety orientation? Should this sit with the supervisors?
- When the new key system came in, everyone had to complete the safety checklist in order to apply for keys. It would be reasonable to expect everyone to renew the process and have implement an expiry date such as 5 years for staff. This would capture any changes or updates.
- There could be confusion on who would be responsible for the training. For instance where a program chair is listed as a student's supervisor but never actually attends the space where the student is working. How can they provide a safety orientation?
- The employee cards now have an expiry date, perhaps this can be used as a renewal date for the safety form.
- Suggestion to approach the Dean's to bring forward to College Council to put forward as a requirement for buy in. Comes down to a lack of knowledge.

Lydia's comments: Providing safety orientation is a WorkSafe mandate and we would need the ability to produce documentation verifying that safety orientation training has been provided to students and people accessing space. If there is a safety orientation training and process set up for unique areas such as the WIDC and records are maintained then the requirement has been met. We want people to be proactive and participate in elevating safety training. This proposed form is a

starting point and Lydia is open to suggestions on the form development and on how to get buy in and people participating.

b) Injuries in teaching labs - Kerry

-Injuries in labs, classrooms, or anywhere on campus – Kerry was of the understanding that all injuries no matter how insignificant, were to be handled by Security. A recent incident called into question if this is the correct process. Lydia did follow up on the incident Kerry referenced and verified that he followed the correct procedures. Even for something minor that only requires a bandaid, the person is to go to Security where they will be offered or receive first aid and an incident will be recorded.

-Kaila came from a large institution where these types of incidents would be handled in the lab. Could changes to the procedures for minor incidents be reviewed and potentially be handled in the lab as opposed to sending the student to Security? Supervisors could complete and file the incident reports. Kaila and other SLI's have level 1 or 2 first aid training and could in some instances may have more knowledge when treating a chemical injury than Security personnel. Lydia explained that in these instances it would be beneficial for them to work together with Security. Kaila is not suggesting to completely change the process or exclude Security but rather utilize those like herself who have the training to administer first aid for minor instances or begin first aid while Security is on route.

-Kerry reiterated that the way it is right now is that no one in the teaching labs can render any first aid. Saphida indicated that there are first aid kits in their labs. Kerry noted this is a difference in protocol and perhaps it should go to the Dean's office to provide direction to provide clarification on process.

-Maik noted a different process is followed at WIRL. There are 3 -4 people that have a least level 1 first aid training and they try to have at least 2 people on site for first aid at all times.

-Ngoc added that in the Nursing Program, they administer the first aid, complete the incident form, and submit the copy to Security.

-Lydia will need to check with Sarah on the process and ability to make changes.

-Kaila asked if UNBC will fund the renewal of those SLI's or TA's with first aid training obtained through a former institution?

-Maik noted that WIRL pays for their first aid training.

-Saphida asked if a first aid training course could be organized and delivered at the University? Lydia indicated that this would be a decision from higher levels and would be dependent on funding.

-Chelsea asked if Sarah could come back with some answers for the Committee.

7 CHAIR COMMENTS

-None

8 MEETING AJOURNED AT: 4:25pm

ACTION ITEMS

| Item # | Description | Who | Action |
|-----------------|--|---------------|--|
| 1 | Review of the Visitors to Labs policy – currently in draft | Lydia & Sarah | Lydia and Sarah to bring back to the Committee and verify if it will be a policy or procedure. |
| 2 | Bio Safety Policy | Chelsea | Chelsea to follow up with Heather Sanford. |
| 3 | Process on Vacating Labs | Lydia | Lydia to bringing information to the Committee to review. |
| 4 | Environmentally Friendly Lab Gloves | Conan | Conan to check with the manufacturer to see if a sample pack is available. |
| 5 | Lab Safety Orientation Checklist | Lydia | Working on revised document to address Committee concerns on training and access to space process. |
| 6 | Injuries in teaching labs | Lydia & Sarah | Lydia and Sarah to provide details on the current process and opportunity to change |
| Standing | Procedure for UNBC Labs under Evacuation Notice | Chelsea | Remain on agenda. Follow up in April 2019 for review. |

NEXT MEETING DATES:

MARCH 18; APRIL 15; MAY 13; JUNE 17; JULY 15; AUGUST 19; SEPTEMBER 16; OCTOBER 21; NOVEMBER 18; DECEMBER 16

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