

# UNBC LAB SAFETY COMMITTEE MINUTES

**DATE: February 27, 2023**

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

## **Attendees:**

**Tammy Klassen-Ross**, Chair Sr. Instructor HLSC (FOHHS)  
**Maik Gehloff** – WIDC Lab (FOSE)  
**Kaila Fadock** – Sr Lab Instructor (FOSE)  
**Oliver Iorhemen** –Asst Prof EENG (FOSE)  
**Hossein Kazemian** – Sr Lab Instructor (NALS)  
Scott McMillan – Manager of Health & Safety  
Conan Ma – Chemical Safety Officer / RSO  
Jennifer Skaar – Recording Secretary

## **Absent:**

**Alina Constantin** –Co-Chair, Sr. Lab Instructor (FOHHS)  
**Saphida Migabo** – ESM (FOE)  
**Calin Claassens** – NUGSS Rep  
*Vacant* – Grad Rep  
*Vacant* – NHSRF Coordinator

### **1. Meeting Called to order – 9:11am**

-Tammy asked if everyone was comfortable using the MS Teams platform for the meetings going forward, all in favour.

### **2. Territory Acknowledgement – Tammy**

### **3. AGENDA**

- No additions or changes. All in favour

### **4. APPROVAL OF MINUTES – November 16, 2022**

- Spelling correction on Kaila's name.
- No other changes or corrections to the minutes– motion to approve Kaila & Oliver. All in favour.

### **5. SAFETY OFFICER REPORTS**

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

-No accidents or injuries to report.

-2 minor incidents:

1) Natural gas smell reported in a lab space, Conan attended the lab. All gas was turned off and Facilities contacted to verify and ensure it was not a building issue.

2) Chemical sulphur smell in shared research lab space. Occupants handled it well. Recommended that all people using the space communicate when using a substance that may create an odour.

-Security reported an office door was propped open in a lab/research office space that should remain locked at all times. Conan contacted the Supervisor to advise and pass along to people using the space.

-Question: have there been issues with doors being propped open? Conan advised that from his observations, there are no issues.

-Comment: The office door that was propped open is not in a lab space and should not be considered a lab safety concern, it is just an office. Conan will discuss with Security to get their records updated to note there is no lab activities in that space.

#### **b) Biosafety Officer – Conan**

-No biosafety issues to report.

-A biohazard permit that expired but no renewal application has been submitted.

### **6. BUSINESS ARISING**

#### **a) Autoclave SOP update notification & training - Conan**

-Autoclave users were not happy with the autoclave maintenance. There is a new autoclave log as well as information on the use of the autoclaves which should help resolve any issues.

#### **b) Update on lab space assessment to determine availability with needs – Tammy**

-Tammy is not getting any further on this and asked the members if lab space is still an issue?

-Comment: There have been new hires for faculty and shared space for grad students is limited. Recommend reaching out to Todd Whitcomb for some information on where things are currently at for lab space.

-Comment: Suggest contacting Kathy Lewis in the Office of Research who is in charge of research space, and Doug Thompson who sits on the space allocation committee.

-Question: Who oversees the process when someone leaves? Hossein indicated that the Office of Research has a good handle on it.

-Tammy asked if lab space is being utilized in a good way when it comes available? Comment: When someone leaves or retires who had assigned research lab space, the Office of Research is reluctant to give up that space and then to hang onto it for future use. It is very hard to take away lab space from a College.

-Tammy suggested that a review of the use current lab space be done to ensure lab space is being used appropriately.

## 7. NEW BUSINESS

a) Meeting days and times for next semester - Tammy

-Tammy asked if members were in favour of keeping with the 3<sup>rd</sup> Monday at 9am for March, April & May and then revisit in May. Everyone in favour.

## 9 ROUND TABLE DISCUSSION:

-Scott shared that the largest shipment to date for the recycled gloves program was just sent out.

-Question: the cost of the gloves required to participate in the program were expensive has this improved? Conan indicated that the Kimberly Clark product that is required for the program have dropped in price. There are other thinner options available through Kimberly Clark that may save money, but it raises safety concerns and Conan would recommend staying with the better safer glove.

-Tammy mentioned that a Grad Rep is needed for the Committee and asked if anyone had someone they would recommend?

-Question: can there be more than 1 Grad Rep on the Committee? Jennifer noted that the Committee composition allows for 1 Grad Rep who is entitled to 1 vote.

-Question: does anyone know if Calin is still a rep for NUGSS? Tammy asked Jennifer to send an email to Calin to confirm.

## 10 MEETING AJOURNED AT: 9:43am

### 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: MARCH 23, 2023**

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

**UPCOMING MEETING DATES: APRIL 17, 2023; MAY 15, 2023**