

**UNBC  
LAB SAFETY COMMITTEE  
MINUTES**

**DATE: January 21, 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)

**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)

**Kerry Reimer** – Professor (CSAM)

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

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**1. Meeting Called to order – 3:30pm**

**2. AGENDA**

- Additions to agenda: Under New Business
  - Power Outage in November - Chelsea
  - Lab Gloves - Saphida
  - New Equipment – Conan
  - Meeting Times – Chelsea
  - Fire Drills – Lydia
  
- Motion to approve the agenda, all in favour.

**3. APPROVAL OF MINUTES – November 8, 2018**

- No changes or corrections.
- Saphida asked if the minutes are still posted – Jennifer confirmed they are posted electronically on the Lab Safety Committee site via Safety but a hard copy is no longer posted.
- Motion to approve by Julia & Viktor -All in favour.

**4. SAFETY OFFICER REPORTS**

a) **Chemical Safety Report – Conan**

- Minor incident – Door to hazmat room was left partially open and unattended. This falls under Conan.

Questions: Was it an interior or exterior door that was left open? – Conan confirmed it was an exterior door to sub-room 1A. Conan estimates there may have been a 1day period of exposure where access would have been available and Conan is taking an inventory.

-Do janitors have access to the room – no only Conan or Security would be able to access and there were no physical signs the door was broken into.

- Chemical Weapons Reporting Act requires an annual report which is due in February. UNBC does not have any precursors at the moment. Conan will complete and file the report to meet requirements.

-Announced Lab inspections are on track however the unannounced inspections are falling behind.  
-Updated chemical inventory report will be due in August 2019 and Conan has begun scanning to update the inventory records in preparation.

- b) **Biosafety Officer –Lydia Troc**  
-Nothing to report.

## 5. BUSINESS ARISING

- a) Biosafety Policy – Chelsea  
- Chelsea contacted Heather and will follow up with her for an update on the policy.

## 6 NEW BUSINESS

- a) Vacated Labs – Lydia  
-Process of vacating labs does not seem to be well known according to lab supervisors. There are labs that have been vacated for more than a year and have still not been cleaned out by the occupant which is not acceptable. A form does exist for the process but does not seem to be followed and it may be in need of review and updating.  
-Chelsea asked Lydia to look at the exit form, checklist, and process to bring back to the next meeting to review.
- b) Power Outage in November 2018 – Chelsea  
-The power outage debrief is on the agenda for the Joint Health & Safety Committee meeting at the end of the month. Chelsea asked the Lab Safety Committee members if there were any specific concerns she could bring forward that were lab concerns?  
-No access to labs or offices in the anatomy lab space – this concern has been addressed by the NMP.  
-Several doors to lab space were propped open with waste bins which permitted anyone access thereby creating a safety concern. Lydia did conduct sweeps of the labs, had people vacate and close doors, and someone was on the main floor redirecting people.  
-Main issue was communication. Information should have been on the UNBC home page rather than having to locate the correct page on the UNBC website. Updates were also not timed so there was no way to know when the message was posted. Lydia indicated that the safety app was the best place to find up-to-date information for these types of situations or emergencies.  
-Comment that the notifications going out came very late. Other businesses affected knew very early on that the interruption would be all day. Communication cancelling all classes could have been addressed at the start of the day rather than cancelling classes in blocks.  
-The safety app push notifications does not appear to be working on the app.  
-Messages regarding the power outage addressed concerns on the main campus however it would have been helpful to indicate the WIRL / WIDC were fully operational.  
-Several people were unaware that they could not enter a lab space during a power outage – specifically chemical lab space where the ventilation system does not work properly. By 2:30pm on the 4<sup>th</sup> floor the chemical smell was already accumulating and TA's for example were still trying to set up for classes that had not yet been cancelled. They had no idea that they should not be there. This is a communication issue but also an indicator that a safety refresher may be in order. Fume hood ventilation works in the lab space but the room ventilation is interrupted when power is lost. Question was asked if there are back-up generators – Lydia confirmed only for essential services around campus.  
-Chelsea will ensure these issues are brought forward.
- c) Lab Gloves – Saphida  
-Saphida asked if there are any biodegradable gloves available for lab use rather than the current nitrile brand currently used. Conan indicated that the nitrile brand has the widest umbrella of resistance to numerous contaminants. He will look into but may not be cost effective. Ngoc commented that an environmental friendly glove would not be suitable for medical use and Kaila indicated it would be the same for chemistry.
- d) New Equipment – Conan  
-There is a new exhaust hood has been installed in chemistry for people with special needs. WorkSafe BC has specific guidelines on design, installation, and maintenance of fume hoods under Regulation 30.8. Conan will need to sit down with Chemistry to determine what chemicals those

students will be exposed to on a regular basis and come up with standard operating procedures. Testing will be done to monitor the levels of exposure and ensure it is meeting requirements.

-Chelsea recommended that once the testing is done, signage could be posted regarding who can use the unit and what it can be used for.

-A small x-ray infraction machine has arrived which Health Canada applies safety code requirements to. Conan feels this best sits with the Lab Safety Committee. There are three components that have to be met. These include a survey, training, and monitoring of the exposure using dosimeters. Maik asked if it is an isotope unit, Conan indicated no it does not have a calibration system.

-The code stipulates that if the exposure is lower than what the public would normally be exposed to, monitoring is not necessary but if it is higher than monitoring is required.

- e) February and May meeting dates – Chelsea

-February and May meetings fall on holiday days so we need to reschedule. Committee selected February 11<sup>th</sup> and tentatively reserve May 13<sup>th</sup>. Kaila suggested that we look at the April meeting date in March as it falls in the middle of exams.

- f) Fire Drills – Lydia

-Fire drills for lab buildings are now required every 3 months. Lydia has scheduled drills to occur in September, December, March, & June.

## 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	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 confirm if there is an alternative to the gloves currently being used in labs to reduce impact to the environment.
<b>Standing</b>	Procedure for UNBC Labs under Evacuation Notice	Chelsea	Remain on agenda. Follow up in April 2019 for review.

### NEXT MEETING DATES:

FEBRUARY 11; MARCH 18; APRIL 15; MAY 13; JUNE 17; JULY 15; AUGUST 19; SEPTEMBER 16; OCTOBER 21; NOVEMBER 18; DECEMBER 16

TIME: 3:30PM TO 4:30PM ROOM: 9 - 256