

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: June 26, 2018

Time: 9:00am to 10:00am

Room: 9-256

Attendees:

Andrea Gorrell – Chair (CSAM)

Chelsea Pelletier–Chair Asst Prof SHSC (CASHS)

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Maik Gehloff – WIDC Lab Representative

Kaila Fadock – Sr Lab Instructor (CSAM)

Alanna Koopmans – NUGSS Rep

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

Absent:

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

Alina Constantin – Sr. Lab Instructor (NMP)

Saphida Migabo – ESM (CSAM)

Corbin Black - Grad Rep

Daniel Erasmus – *Alternate CSAM*

Lydia Troc – Manager of Health & Safety

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

Chair: Andrea Gorrell

1. Meeting Called to order – 9:00am

2. AGENDA

- Addition under new business -alternate for the new Committee Chair-Andrea
- Motion to approve, all in favour.

3. APPROVAL OF MINUTES – May 3, 2018

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

4. SAFETY OFFICER REPORTS

a) Chemical Safety Report –Conan Ma

- No chemical safety incidents to report.
- On May 3rd – during the “Adventures in Health Care”, a minor incident occurred when a student inhaled vinegar fumes. The incident was addressed and no follow was required.
 - Andrea was aware of the incident and has brought it forward for discussion on changes in procedures to avoid future incidents.
 - Conan agreed, this would be considered a close call and there is something to be learned from this incident.
 - Kaila added that the group was using the fume hood to add water which caused vapour from the vinegar to rise. Although the student were provided direction prior to the activity, this student did not follow and had added the water outside of the fume hood. Kaila stated that thorough discuss with this group did occur prior to the activity and reviewed everything including proper PPE. They had groups of 10 students with 2 supervisors going through at a time.
 - Andrea’s concern is not for this particular event but for events involving visiting students from other facilities. Should we be looking at involving more assistants, watch that participants are paying attention etc. From a safety perspective consideration to the maximum number of participants in a group to number of supervisor ratio such as 10 students with 2 supervisors. This should also take into account the age of the students in the group. Is our communication to the outside groups enough for everything to be in place? Being that this was a near miss, it is a good time to assess process for the future.
- Lab inspections on hold for a month but have not fallen behind schedule. The inspections will resume when Lydia returns.

- Waste disposal – Conan is waiting for a new shipment of PPE and a volunteer then they will start waste bulking.
 - Andrea asked Conan if he will be sending a reminder notice out to the labs so they can gather any waste?
 - Conan will be emailing reminders.
- Fume Hood certifications – equipment was sent for recalibration and once returned Conan will begin the certifications which should take 1 – 1.5 weeks.

b) Biosafety Officer –Andrea for Lydia Troc

- Andrea noted that Lydia is away but there has been nothing to report as far as Andrea knows.
- Animal care position – working on a 2nd candidate, offer has gone and HR is waiting for acceptance. Estimating end of July for final confirmation.
- No new biological permit requests.
- Conan does not know of any biological incidents but he does know of an issue with Hossein’s material when it was received on campus.
 - Andrea clarified there was a communication issue between the groups
 - Conan asked if this is something the Committee should look at in advance of the material arriving?
 - Andrea indicated that it is a matter of identifying exactly where at the location the material will be stored. In this particular incident the wrong freezer was used.
 - Ngoc asked if the location can be defined in the permit application.
 - Andrea stated that it is difficult to narrow it down to a specific freezer as equipment can malfunction and the ability to relocate material is a necessity.

5. BUSINESS ARISING

- a) Review of the Chemical Safety Manual - Andrea
- Kaila had a few edits and has a list in her office. She will email Conan with her comments.
 - Andrea asked if anyone had noticed any huge gaps or missing information – everything seems good. Asked Conan to be sure the manual is referencing the position not the name of the person in the current role. Andrea also asked Conan to check that the links on the web pages are connecting with the correct version.
- b) Review of Terms of Reference – Andrea
- Any changes or concerns to the current TOR – Maik indicated that the addition of the WIRL to the WIDIC reference. No other changes.
 - Andrea asked for a formal motion to approve the Terms of Reference – Kaila and Maik motioned, all in favour.
 - TOR review is completed until next year.
- c) Annual Report submitted to the Joint Health & Safety Committee – Andrea
- Andrea created an annual report which was a summary of the work done by the Lab Safety Committee.
 - Andrea sent the annual report forward to the Safety Department for review and will ensure that it is presented at the next Joint Health and Safety Meeting scheduled for this week.
- d) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Andrea
- Andrea has kept this on the agenda as everything on the University level has not yet completed. Andrea suggested that it be added in the future to the Safety Manual & Bio Safety Manual for emergency situations in the University were under evacuations. This would include what to do with individual research data, records, materials etc. By having the section exist in the manuals, it is then identified as something to consider to protect their research.

- Maik asked if the data would be backed up by the UNBC servers, Andrea stated that not everyone stores everything on the UNBC system –some cannot due to the privacy act with respect to human ethics etc.

6 NEW BUSINESS

- Meeting Times – Andrea
 - Andrea will leave it to Chelsea to confirm if there will be a meeting in July. In the past the Committee has not met in July and then reconvened in August.
 - Ngoc asked if the JH&S Committee was aware that Chelsea is taking over as Chair in July?
 - Andrea confirmed yes they have been informed.
- Alternate for the Committee Chair – Andrea
 - Andrea indicated that Dani is stepping down as the alternate to the Chair for the Committee which means a replacement for Chelsea is in order. This position has been filled by a member of the FA. Andrea suggested that the Committee put a name forward that is connected to the Lab Safety Committee to be that second voice.
 - Andrea asked if anyone on the Committee is an FA member and is willing to put their name forward. If not today, check in next meeting and then take the name forward to present to the FA for consideration.
 - Andrea also advised that there is mandated training associated with sitting on the JH&S Committee required by legislation. Minimum of 8+4 hours for new members. This would involve full day courses taken off site as well as some online options.
 - Maik indicated he may be able to take on the alternate position in September. Andrea will put Maik’s name forward to the FA for consideration.

7 CHAIR COMMENTS

- Andrea has a meeting with Erik Jensen to discuss a new CSAM rep for the Lap Safety Committee during Andrea’s absence.

8 MEETING AJOURNED AT: 9:35am

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	Appointment of an alternate for the Committee Chair position	Chelsea	
4	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:
AUGUST 2, 2018
TIME: 9:00AM TO 10:00AM
ROOM: 9 - 256