

**UNBC
LAB SAFETY COMMITTEE
MINUTES**

DATE: May 3, 2018

Time: 9:40am to 10:00am

Room: 9-256

Attendees:

Andrea Gorrell – Chair (CSAM)

Chelsea Pelletier–Chair Asst Prof SHSC (CASHS)

Alina Constantin – Sr. Lab Instructor (NMP)

Kaila Fadock – Sr Lab Instructor (CSAM)

Maik Gehloff – WIDC Lab Representative

Alanna Koopmans – NUGSS Rep

Lydia Troc – Manager of Health & Safety

Conan Ma – Chemical Safety Officer / RSO

Absent:

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

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Saphida Migabo – ESM (CSAM)

Corbin Black - Grad Rep

Daniel Erasmus – *Alternate CSAM*

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

Jennifer Skaar – Recording Secretary

Chair: Andrea Gorrell

1. Meeting Called to order – 9:40am

2. AGENDA

- No changes to the agenda – motion to approve, all in favour.

3. APPROVAL OF MINUTES – April 5, 2018

- No changes or corrections.
- Motion to approve– All in favour.

4. SAFETY OFFICER REPORTS

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

- No chemical safety incidents to report.
- Inventory and updating certifications will be occurring over the summer months.
- WHIMS labels have to be updated and a reminder will be going out.
- Andrea suggested that Conan send an early email about hazardous waste removal with a follow up reminder closer to the collection date – it worked really well last year.

b) **Biosafety Officer –Lydia Troc**

- Lydia confirmed no incidents to report.

5. BUSINESS ARISING

a) Review of the Chemical Safety Manual and Biosafety Manual - Andrea

- Andrea has received 3 requests from those who do not have access under the G-drive to review the working manual. If everyone can check to make sure they have access to review and get back to Andrea next week.
- Lydia requested that the review of the Biosafety Manual be postponed until her replacement is found. All in favour.
- Andrea asked everyone to concentrate efforts on the Chemical Safety Manual utilizing the working document to avoid duplication of correction requests.

b) Review of Terms of Reference – Andrea

- TOR is to be reviewed annually. If everyone can take a look at this document to see if any changes are in order and we will discuss at the next meeting.
- Lydia asked Maik if the WIDC should be amended to WIRL but Maik clarified that both should stay on the TOR for now.

- c) Review of the revised NALS Permit – Andrea
 - Permit was reviewed by email and approved by the Committee. Documentation is saved on file.
- d) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Andrea
 - Still a standing item to have faculty thinking about each of their individual labs if there was an emergency. If under evacuation, what can be done for their data, their space, and how to manage that space working with the University's emergency operations.
 - Maik asked to also have WIRL added to the list as it is a designated UNBC space.

6 NEW BUSINESS

- a) Next scheduled meeting is June 7th – Andrea will be out of town for this meeting and there may be many others away as well. May postpone the meeting until mid-July. Chelsea will be the primary contact for the Committee and will monitor the work on the Chemical Safety Manual and TOR.
- b) Safety Day – Andrea – May 14th from 11am to 2pm – if there is anything the Lab Safety Committee would like to recommend to present. Conan had some suggestions and will put together some information.
- c) Annual Report for Joint Health & Safety Committee – Andrea
 - There is a report filed with the JH&S Committee from the Lab Safety committee which outlines the types of incidents etc from the past year. Andrea will be preparing the report for submission.

7 CHAIR COMMENTS

8 MEETING AJOURNED AT: 9:57am

ACTION ITEMS

Item #	Description	Who	Action
1	Review of Safety Manuals	ALL	
2	Review of Terms of Reference	ALL	
3	Procedure for UNBC Labs under Evacuation Notice	Andrea	Remain on agenda as ongoing item for review

NEXT MEETING DATES:
JUNE 7
TIME: 9:00AM TO 10:00AM
ROOM: 9 - 256