

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: November 16, 2022

Time: 1:00pm-2:00pm Meeting hosted via Zoom

Attendees:

Tammy Klassen-Ross, Chair Sr. Instructor HLSC (FOHHS)
Alina Constantin –Co-Chair, Sr. Lab Instructor (FOHHS)
Saphida Migabo – ESM (FOE)
Kaila Fadock – Sr Lab Instructor (FOSE)
Hossein Kazemian – Sr Lab Instructor (NALS)
Oliver Iorhemen -Asst Prof EENG (FOSE)
Calin Claassens – NUGSS Rep
Scott McMillan – Manager of Health & Safety
Conan Ma – Chemical Safety Officer / RSO
Jennifer Skaar – Recording Secretary

Absent:

Maik Gehloff – WIDC Lab (FOSE)
Sam Smith – Grad Rep
Natalie de Bruyn – NHSRF Coordinator

1. Meeting Called to order – 1:34pm

2. Territory Acknowledgement – Tammy

3. Introduction to the new Safety Manager – Tammy

-Tammy welcomed Scott McMillan the new Safety Manager. Round table introductions.

4. AGENDA

- Addition of new business item 8 b) Firedrills - Kaila
- No further additions or changes. All in favour

5. APPROVAL OF MINUTES – October 19, 2022

- No changes or corrections to the minutes– motion to approve Saphida and Alina motioned to approve. All in favour.

6. SAFETY OFFICER REPORTS

a) Chemical Safety Report – Conan

- No incidents or spills.
- Lab inspections are 1 -2 behind.
- Comment: Conan has lab safety training scheduled for December 6th.
- Comment: The microbiology Lab fridge died and when it was discovered it was full of mould. Wondering if someone was following up? Tammy asked if there were any known hazardous materials in the fridge that would be of concern? Conan advised that only level 1 biohazards are stored in the fridge that failed. Nothing that a normal healthy person would be affected by.
- Comment: who is designated to check fridges? This could be a concern. Conan indicated that currently the safety officer checks on fridges, but this is not ideal.
- Comment: there is a new bio who can assume those responsibilities going forward.
- Conan noted that all equipment needs to be checked frequently.

b) Biosafety Officer – Conan for Natalie

- Conan advised that Natalie is leaving UNBC as of December 3rd and Conan will be the acting Biosafety Officer for the interim. Conan will provide the report for next month and be the contact for biosafety.

7. BUSINESS ARISING

a) Fume Hood maintenance update- Conan

- Fume hood that was broke down has been repaired but there is an issue for ongoing maintenance as the former Facilities person is gone and not sure who is taking on. Maintenance person is required for certification.
- Comment: Facilities have been really understaffed and a water leak in the lab took 2 weeks to repair. Mentioning not as a complaint but rather to ask how the Committee could offer support?

-Tammy agrees this is a concern and will reach out to the Director of Facilities and take it to the JH&S Committee if required.

- b) Lab Space update – Tammy
-Tammy does not have an update for this meeting but will be making inquiries about lab space based on information brought forward at last months meeting including reaching out to the space allocation committee.
-Open discussion of potential lab space that Tammy can inquire about.
-Tammy will do an assessment of needs and then review availability.
- c) Autoclave SOP update -Conan for Natalie
-Conan will verify that the autoclave SOP's are updated and communication has been sent .

8. NEW BUSINESS

- a) Meeting in December and meeting times for January - Tammy
-Tammy checked with members present and December 14 seems to work for most. Jennifer will send a meeting invite.
- d) Firedrills - Kaila
-Kaila wanted to acknowledge that although firedrills were late this year, they were quick. It was helpful that there was some notice provided. Tammy asked if the time of the drill was provided? Kaila advised it was just the day but not the time it would occur. NALS was provided the details because of equipment concerns but all went well.
-Tammy advised that there is a requirement for firedrills to be done on a quarterly basis in lab buildings. The firedrills were taken on by Facilities but uncertain if the scheduling will move back to Safety now that Scott is onboard.

9 ROUND TABLE DISCUSSION:

Comment: The microbiology Lab fridge died and when it was discovered it was full of mould. Asked if Conan checks inside the fridges when doing inspections? Conan confirmed the inside is checked.
-Tammy asked if there were any known hazardous materials in the fridge that would be of concern? Conan advised that only level 1 biohazards are stored in the fridge that failed. Nothing that a normal healthy person would be affected by.
-Comment: Who is designated to check fridges? It should be in someone's job description, such as a lab technician to be checking the fridges on a weekly basis. Conan indicated that currently the safety officer checks on fridges, but this is not ideal.
-Comment: A new biology lab technician was just hired and this is something that can be part of their duties going forward.
-Conan noted that all lab equipment needs to be checked frequently.

10 MEETING AJOURNED AT: 2:18pm

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: DECEMBER 14, 2022- TENTATIVE
TIME: 1:30PM TO 2:30PM - VIA ZOOM - UNLESS OTHERWISE NOTED
UPCOMING MEETING DATES: TBA