

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: November 8, 2018

Time: 9:00am to 10:00am

Room: 9-256

Attendees:

Chelsea Pelletier–Chair, Asst Prof SHSC (CASHS)

Alina Constantin – Sr. Lab Instructor (NMP)

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

Saphida Migabo – ESM (CSAM)

Kaila Fadock – Sr Lab Instructor (CSAM)

Maik Gehloff – WIDC Lab Representative

Kerry Reimer – Professor (CSAM)

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:

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

1. Meeting Called to order – 9:08am

2. AGENDA

- No changes or amendments.
- Motion to approve by Saphida & Julia, all in favour.

3. APPROVAL OF MINUTES – October 11, 2018

- No changes or corrections.
- Motion to approve by Kaila & Viktor -All in favour.

4. SAFETY OFFICER REPORTS

a) **Chemical Safety Report – Conan**

-No incidents or accidents.

-Lab inspections now started. Saphida asked if the lab safety reports are sent out? Conan noted a copy is saved under the Lab Safety Committee folder and a copy is also sent to the lab supervisor.

b) **Biosafety Officer –Lydia Troc**

-Nothing to report.

-1 person asked for training for the Bio Safety Lab for collection of lab samples on an NMP project. Lydia is not certain if an internal permit would be necessary for the project. Questions: What type of samples - involves collection baby fecal matter and human blood. Is this a student project – it is an NMP project and includes facility and students. What is the policy on using the Bio Safety Lab – Lydia does not believe there is a policy. Committee feels a permit should be submitted. Lydia will ask them to submit one.

5. BUSINESS ARISING

a) Review of the Visitors to Labs policy – Lydia

- Did anyone have any opportunity to review or have any questions? Lydia was not sure if the intention was to have this as a policy or rather a procedure. Chelsea believes that Sarah was going to also have some input and could possibly answer that question.

- Kaila commented that she had a concern about the language used under the definition of children (under the age of 16). Suggested amending to read 'may be exposed' because we do allow minors into lab space that has been decommissioned for that time so they would not be exposed to chemicals however the space is still flagged with placards as hazardous.

-Lydia will talk with Sarah and review and present final draft to the Committee. Lydia will discuss with Sarah if the final version should be a policy or a procedure.
 -Saphida asked a question about 5.1 – last sentence states that the Risk & Safety Management must be informed of tours involving school classes or other large groups of people in advance. Would like clarification on what this means.
 -Maik feels that it is to allow time for the lab to prepare for large groups – nothing left out for example. The time to prepare would be different for all lab space.
 -Chelsea suggested amending to read that some labs may require up to 2 weeks-notice prior to booking.
 -Maik disagreed and feels that a time should not be noted in the policy but rather left to the lab supervisor to determine.

-Kerry noted that permission slips are referred to in a couple of places, are we to use a standard permission slip? Kerry has permission slips he uses for lab activities now but is there a standard that should be used or are they to craft their own?

-Jennifer asked if Kerry could email a copy of the one he uses for the Safety office to review. The School District has their own permission slips and process that Safety has been comfortable with in the past but there were discussions around other groups that may not have one in place. If Faculty have samples they can forward for Safety to review it would be helpful.

-Kerry asked if he needs a permission slip for an activity, where does he currently go to get one? Jennifer indicated that it would be the Safety office.

-Chelsea recommended that the process for permission slips be added to the policy for clarification. Jennifer suggested that the Safety office could provide a standard copy for future use. Saphida asked if the copy could be bought back to the Committee for review.

b) Review of the Biosafety Policy & Procedures - Lydia

- Lydia received feedback from the Committee Members and updated the policy & procedures accordingly. Asked if anyone had anything further to add – none brought forward.
- Chelsea asked for a motion to approve the Biosafety Policy & Procedures.
- Motion to approve by Kaila, seconded by Julia – all in favour and approved.
- Chelsea will take the policy to Heather Sanford to put forward.

6 NEW BUSINESS

a) December meeting date & meeting dates and times for 2019 – Chelsea

- December meeting scheduled for December 13th – several people will be away. Committee decided to cancel the December meeting and if anything important comes up, Chelsea will correspond by email.
- Meeting days and times for 2019 – Monday's at 3:30pm works best.

7 CHAIR COMMENTS

-None

8 MEETING AJOURNED AT: 9:35am

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			
Standing	Procedure for UNBC Labs under Evacuation Notice	Chelsea	Remain on agenda. Follow up in April 2019 for review.

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