

**UNBC
LAB SAFETY COMMITTEE
MINUTES**

DATE: October 11, 2018

Time: 9:00am to 10:00am

Room: 9-256

Attendees:

Chelsea Pelletier–Chair, Asst Prof SHSC (CASHS)

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Alina Constantin – 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

Jennifer Skaar – Recording Secretary

Absent:

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

Conan Ma – Chemical Safety Officer / RSO

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

1. Meeting Called to order – 9:02am

Introductions of new members -Kerry, Natalie, & Viktor.

2. AGENDA

- No changes or amendments.
- Motion to approve by Kaila & Lydia, all in favour.

3. APPROVAL OF MINUTES – September 13, 2018

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

4. SAFETY OFFICER REPORTS

a) **Chemical Safety Report – Chelsea**

-Conan is away this week, table for next week.

b) **Biosafety Officer –Lydia Troc**

-Nothing new to report.

-Conan started the Chemical Safety and Lydia the Bio Safety Introduction training. Natalie will be taking over this training once she is up to speed.

5. BUSINESS ARISING

a) Review of the Visitors to Labs policy – Lydia

-The draft policy is located on the G-drive for everyone to review. Please track changes on the document. Jennifer noted that Kaila had an issue with the tracked changes saving. If there are problems, email suggestions direct to Safety.

-Chelsea asked if the additional reference material from Sarah was added to the folder for review. Jennifer indicated that Sarah was looking for the reference material and would save them to the folder on the G-drive under Safety Committees- Lab Safety – Policies- Visitor to labs

-Chelsea asked if Lydia will be taking on the policy development – confirmed that Lydia will be the point person.

-Lydia will try to have a review the policy added to the agenda for our next meeting if everything is available and everyone has the opportunity to review.

b) Review of the Biosafety Policy & Procedures - Lydia

-Lydia provided some history on the policy development. Essentially the last version provided to accompany our last biosafety application to Public Health Licensing was a draft form. Public Health Licensing acknowledged the draft and requested a final approved copy of our biosafety policy. Lydia discussed with the Office of Research and was advised that the policy was being replaced by the Responsible Conduct for Research. Lydia approached the Office of Research to obtain a copy of the Responsible Conduct for Research policy and was advised the Biosafety Policy was being resurrected. This is the reason the policy draft is returning to the Lab Safety Committee. Lydia has been in touch with Chelsea to find out what the steps are required to have the policy approved.

-Lydia asked if everyone could take a look at the draft and make suggested changes to allow it to move forward through the approval process to meet the Public Health Licensing requirements.

-Ngoc asked Lydia if she would like the committee members to email her direct with their comments. Lydia confirmed yes, don't reply to all just forward direct to her.

-Lydia asked if Chelsea could contact Heather Sanford's office (with a copy to Mark Barnes & possibly Geoff Payne to keep the Office of Research in the loop), to verify the correct process to have the policy accepted. If there is a new format required to let her know and she will change.

- c) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Chelsea
- Chelsea was to reach out to Sarah Elliott but has not had the opportunity.
 - Jennifer touched base with Sarah this morning. Sarah advised that there is currently nothing in place for emergency management or directives for the labs with regards to emergency evacuations. Jennifer will ask Sarah if she has any timelines she can pass along.
 - Kaila reminded that everyone can reach out to chairs, supervisors, and people within your own department to find out if there are procedures in place or being developed pertaining to particular space. Kaila also mentioned that there is also equipment on campus that have special requirements such as their NMR unit that requires weekly liquid nitrogen fills. These need to be identified and a plan in place should we get evacuated otherwise there could be large expenses.

6 NEW BUSINESS

-None

7 CHAIR COMMENTS

-Next meeting is on November 8th and then we have one scheduled for December 13th –could everyone please check their schedules and we will confirm if the December date will work.

8 MEETING AJOURNED AT: 9:20am

ACTION ITEMS

Item #	Description	Who	Action
1	Review of Biosafety Manual	ALL	Tabled until the Biosafety Officer position is filled.
2	Review of the Visitors to Labs policy –currently in draft	ALL	
Standing	Procedure for UNBC Labs under Evacuation Notice	Chelsea	Remain on agenda. Follow up in April 2019 for review.

NEXT MEETING DATES: NOVEMBER 8, 2018

DECEMBER 13

TIME: 9:00AM TO 10:00AM

ROOM: 9 - 256