

**UNBC
LAB SAFETY COMMITTEE
MINUTES**

DATE: September 13, 2018

Time: 9:00am to 10:00am

Room: 9-256

Attendees:

Chelsea Pelletier—Chair, Asst Prof SHSC (CASHS)

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

Ngoc Huynh – Nursing Lab Coordinator (CASHS)

Saphida Migabo – **ESM (CSAM)**

Kaila Fadock – Sr Lab Instructor (CSAM)

Corbin Black - Grad Rep

Alanna Koopmans – **NUGSS Rep**

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

Absent:

Alina Constantin – Sr. Lab Instructor (NMP)

Maik Gehloff – WIDC Lab Representative

Lydia Troc – Manager of Health & Safety

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

1. Meeting Called to order – 9:02am

2. AGENDA

- No changes or amendments.
- Motion to approve, all in favour.

3. APPROVAL OF MINUTES – August 2, 2018

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

4. SAFETY OFFICER REPORTS

a) **Chemical Safety Report – Conan**

- Fume hoods on campus were certified for another year.
- Biosafety cabinets were also being certified –Conan will have Lydia verify if all were passed.
- Hazard waste disposal was done, no concerns. The volume was down from last year.
- Lab safety orientations have started – 2 this month but would rather have one per month. Looking at a way to ensure all students requiring the course are captured prior to the September so that one course can be delivered. Kaila suggested that Conan look at holding the course prior to the start of regular classes in September. Chelsea asked if some students were unable to attend due to class schedules – Conan confirmed in some cases. Saphida suggested Conan work with the coordinator for TA's.
- No chemical incidents to report. There was a minor incident that occurred during the hazard waste disposal – liquid waste in 20 litre pails is poured into chemical waste drums which requires the person to lift the pail. During that process, one of the pail handles broke causing a small splash to spill onto Conan's right torso. Conan was wearing a hazmat suit which was not penetrated. It was a minor spill so a spill kit nor the shower was required for the clean-up. As a result, Conan is replacing the pails to ensure it does not happen again.

b) **Biosafety Officer –Lydia Troc -**

- Lydia is away. Chelsea is not aware of any biosafety incidents.

5. BUSINESS ARISING

a) Review of the Chemical Safety Manual – Conan

- Conan incorporated the changes that were brought forward.
- No other changes.
- Chelsea put forward for acceptance of the Chemical Safety Manual – All in favour.

b) Review of the Visitors to Labs policy – Chelsea

- Chelsea asked if everyone had an opportunity to review the visitors to labs policy.

- Kaila commented that under the definitions – it defines children as being persons under the age of 16 and then additional to that definition it indicates that children under the age of 16 cannot enter lab space where they may be exposed to chemicals that are dangerous to their health. Kaila feels the wording should be amended to accommodate those groups of younger age children who are using a lab space that is labelled as health hazardous but has been decommissioned for the season – no threat of a health hazard.
 - Jennifer read an email from Sarah Elliott for the Lab Safety Committee
 - The Safety Office will take the lead on compiling and drafting a Visitors to the Labs document and having them approved through the VP's office but it is imperative that the lab safety committee members have considerable input into the document.
 - A folder will be created under the lab safety folder in the G-drive. Previous drafts as well as samples from other institutions will be dropped in the folder for review. Please mark up any of the documents and send them back to safety@unbc.ca so that Lydia can compile your thoughts and comments and come back with a draft copy for your review and final approval.
 - Chelsea asked if that folder was already created. Jennifer has not had time but will get it set up. Table for follow up at the next meeting.
- c) Standing Item – UNBC Procedure for Labs under Evacuation Notice – Chelsea
- Nothing has come back to the committee for an update.
 - Chelsea asked Jennifer if she had any updates. Jennifer will have Sarah send an update to Chelsea.

6 NEW BUSINESS

- a) Review of the Biosafety Policy & Procedures – Chelsea for Lydia
- Chelsea received an email from Lydia but has not had an opportunity to discuss with her yet. The policy has been resurrected and brought forward to the committee for review.
 - Kaila has had difficulties with the document itself –won't allow her to track changes and save the document. Conan had trouble as well.
- b) Graduate Representative
- Corbin is leaving. He is here until December but he is no longer a graduate student. He is working on a replacement but if anyone has a student they would like to put forward let him know.
 - Chelsea thanked Corbin for his work with the Committee and wished him well.

7 CHAIR COMMENTS

- December meeting dates may need to move and then we will need to look at the meeting dates for the new year.
- Saphida asked about the vacant position showing on the membership list. Chelsea advised this would be for Andrea's position as a CSAM rep. She will follow up to see where that is sitting.

8 MEETING AJOURNED AT: 9:28am

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 as ongoing item for review

**NEXT MEETING DATES: OCTOBER 11, 2018
 NOVEMBER 8; DECEMBER 13
 TIME: 9:00AM TO 10:00AM
 ROOM: 9 - 256**