

**Faculty of Science & School of Nursing Safety Committee (SHSC)**

**Meeting Minutes for January 26, 2017 9:30 a.m. – 10:30 a.m., Room S270**

**Attendance Aug 2016-June 2017 (X= √ = present) (A = absent) (P = proxy rcd.)**

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| **Meeting Dates** |  | **8**  **25** | **9 28** | **10 26** | **11**  **30** | **12**  **28** | **1 26** | **3 2.** | **3 30** | **4 27** | **5** | **6.** | **Notes** |
| **TBD** | **Math** |  |  |  |  | **M**  **E**  **E**  **T**  **I**  **N**  **G**  **C**  **A**  **N**  **C**  **E**  **L**  **L**  **E**  **D** |  |  |  |  |  |  |  |
| **Lettinga, Marten** | **CHAIR**  **Chemistry** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |
| **Duggan, Bunny** | **recorder** | **A** | **X** | **X** | **A** | **X** |  |  |  |  |  |  |
| **Fairman, Peter** | **Bio-Safety Officer** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |
| **Hammer, Trent** | **Chemistry** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |
| **Haytham ElMigli** | **Computing** |  |  | **X** | **X** | **X** |  |  |  |  |  |  |
| **Heather Noyes** | **Respiratory** | **X** | **X** | **A** | **A** | **A** |  |  |  |  |  |  |
| **Horton, Jane** | **UPrep** | **X** | **X** | **X** | **A** | **A** |  |  |  |  |  |  |
| **Jyrkkanen, Stacey** | **Safety & EM** | **A** | **A** | **A** | **X** | **X** |  |  |  |  |  |  |
| **Lucille Anderson** | **Biology** | **X** | **X** | **A** | **X** | **X** |  |  |  |  |  |  |
| **MacLellan, Dean** | **RESP** |  |  | **X** | **X** | **X** |  |  |  |  |  |  |
| **McKenzie, Wendy** | **Nursing** | **P** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |
| **Prescott, Walter** | **ARET** | **P** | **X** | **X** | **A** | **P** |  |  |  |  |  |  |
| **Purdy, Susan** | **Biology** | **X** | **X** | **X** | **A** | **A** |  |  |  |  |  |  |
| **Sorensen, Jacque** | **NRS** | **X** | **P** | **A** | **A** | **X** |  |  |  |  |  |  |
| **Taylor, Colin** | **Physics** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |  |  |
| **Urban, Joanna** | **Micro** | **A** | **X** | **X** | **X** | **A** |  |  |  |  |  |  |
| **Van Wagoner, Nancy** | **Geology** | **A** | **A** | **X** | **P** | **X** |  |  |  |  |  |  |
| **Walczak,**  **Sonia** | **AHT** | **X** | **P** | **X** | **P** | **X** |  |  |  |  |  |  |

1. **Adoption of Agenda**

APPROVED AND ADOPTED: Peter F. SECOND: Sonja W.

Change to agenda: Stacey updated old business: Remove Peter’s name from 3(e)

1. **Review of Minutes from November 30, 2016 Meeting**

ACCEPTED: Stacey J. SECOND: Lucille A. after the following changes:

The words “may intervene” be inserted and change “keep accurate records” to read “observe and report” under Old Business item (f) Violent situations – Security responsibilities;

Remove the Words “Bio-safety Training” from heading of Old business – Item (c).

1. **Old Business**
2. **3D Printers Emission - ARET follow-up (Walter P.)**

Tabled

1. **WHMIS 2015 Training – update (Peter F.)**

It was brought up at the FLC Meeting on Nov 3, 2016. Stacey J. and Peter F. previously reported that WHMIS 2015 training is necessary for anyone who handles controlled/hazardous products. An annual review of the chemicals each person works with is also required. Peter will e-mail Goldie to post information on the Science Faculty Council site. Chairs need to make sure that the information gets to TAs and technicians.

**ACTION:** Peter F. to follow up with Goldie

1. **Working Alone/TRU Safe App – JOSH (Haytham E.)**

Haytham invited Stacey to his upper-level class to discuss the possibility of developing a Working Alone APP as part of the TRU SAFE APP.

**ACTION:** Stacey J. will contact Haytham E. to arrange for a class visit

1. **ESTR Program – (Jane H.)**

Peter will contact Jane H. to follow up on the Health & Safety approval of the renovations. **ACTION:** Peter F. to follow up with Jane H.

1. **Fentanyl Overdose/Naloxone kits (Stacey J.)**

Member Stacey J provided an update on the Naloxone program.  We now have both nasal and intramuscular naloxone on site.  Security, Rick Walker, and Stacey J have all received training in the recognition of overdose as well as administration of both types of naloxone.  Security will not carry the intranasal drug on their person but will have it in their first aid kits.  Upon recognizing an overdose they will call 911, call another guard to bring the kit and begin rescue breathing until the kit (or ambulance) arrives.  They will administer the nasal naloxone and continue supporting efforts until the ambulance arrives.

Kit locations are as follows:

|  |  |
| --- | --- |
| **Kit Location** | **Kit Type** |
| Security First Aid Go Kits | intranasal |
| Medical Clinic | Intramuscular |
| Residence – McGill and Residence/Conf Center | Intramuscular |
| Rick Walker | Both |
| Science Office | Intranasal |
| Nursing Office | Intramuscular |
| Trades First Aid Room | Intranasal |

It was shared by Wendy M. that all Nursing Faculty will be trained to administer Naloxone – thus a kit will be located in the nursing office.

**ACTION:** Stacey J. to pick up a kit and deliver to the Nursing Office and or main Science Building Office

1. **Violent situations – Security responsibilities (Peter F.)**

Correction to previous minutes that security “may intervene” in the event of violent situation. Responsibility is to to observe and report.

1. **Math Rep** – still open (Marten)

**ACTION:** Marten to bring up again at next Science Faculty Council

1. **Smell in S269** **(Trent H.)**

It was reported that a science faculty member with a keen sense of smell noticed an odor coming through the vents in S269. Peter F. checked out the concern and didn’t notice the smell described. Intermittent weird smells are in the old building.

**ACTION:** unusual odors from S269 should be monitored and reported to Peter F.  **UPDATE:** Trent H. arrived late and explained that a heat pump in S269 was replaced and smells seem to have dissipated at present.

1. **Third Floor Women’s Washroom – lack of cleanliness and supplies (Wendy M.)** Please email the janitor at [janitor@tru.ca](mailto:janitor@tru.ca) when you notice supplies are low or the washroom is untidy– Director of Facilities Warren Asuchak is aware of this ongoing issue. Toilet paper and paper towel dispensers are hard to operate. This well-used washroom should be monitored.

**ACTION:** Marten L. to contact maintenance for replacement of toilet paper and paper towel dispensers.

1. **Computing Science – Smelly worn-Out Carpets (Haytham E.)**

Carpets need to be replaced with linoleum. Smelly carpets should be considered as a Health and Safety issue (allergens). Peter F. reported that in most places on campus undergoing renovations, carpet is being replaced with lino.

**ACTION:** Marten to draft a letter with Haytham to Facilities with a copy Warren Asuchak regarding the computer labs in 1350 1360 1365 1365A where carpet should be replaced with lino.

1. **Unisex Washroom (Joanna U.)**

There are a few unisex washrooms on campus. One is in the HR building. Ask facilities for a list – The need for a unisex washroom is a potential safety concern for some individuals. Some Handicap washrooms have been renamed.

**ACTION:** Marten to send a letter to facilities requesting a list/map of on campus Unisex Washrooms and a possibility of one in the Ken Lepin Building.

1. **New Business**
2. **Incidents (Stacey J. or Peter F.)**

Two near misses and a fainting incident:

Bunsen burner hose leaked and there was a fire. Follow up was done and the Bunsen burner is out of service, all hoses on existing burners will be checked. A lab coat had broken glass in the pocket; unaware, a person put their hand in the pocket. Instructors are now to check pockets of lab-coats before class. Inspect PPE personal protective equipment for rips and tears before you put it on.

A student fainted in a seminar room, no injuries, but they went to the hospital and the following day Peter F. was contacted. Possible air circulation problem – room was very stuffy. This is under investigation after Peter F. receives the incident report.

Just a reminder to everyone how important it is to report all incidents so we can learn from past mistakes.

A reminder to all, if there are any personal safety concerns about individuals on campus, please call Stacey J.  She will work with those concerned, to determine any safety issues, and implement a safety plan where required.

1. **Safety Shower/Eye-Wash Signage (Peter)**

Signage is not up yet, a plan is in underway. Handles on safety showers (potential bumping hazard) can’t be changed to chains as there are no springs.

**ACTION:** Trent H. and Peter F. to coordinate with Fred Bosman (who consolidates the signage on campus) safety shower/eye-wash signage in the Ken Lepin Building.

1. **Lab Environment – cleaning and healthy environment (Haytham)**

**Haytham inquired about cleaning procedures for computer labs including tables,** keyboards, computer-mice, chairs and carpets. Peter F. stated that there are different levels of cleaning required for different areas of the campus. Website information breaks down and details what is required in which areas. Trent H. looked up this information here**:** [**https://www.tru.ca/\_\_shared/assets/Cleaning\_Frequencies\_and\_Standards17902.pdf**](https://www.tru.ca/__shared/assets/Cleaning_Frequencies_and_Standards17902.pdf)

Nothing is mentioned regarding cleaning of computers on this website. Peter F. made a helpful suggestion: possibly integrate dedication of the first/last 5 minutes of class to cleaning keyboards. These are dedicated labs and it was suggested that they be locked overnight to the general public. To request cleaning of computers in the dedicated computer labs may be an issues as specialized training and cleaning tools/supplies would need to be provided.It was also noted that general lack of cleanliness is an issue in some classrooms and labs across campus.

**ACTION:** Haytham and Marten on behalf of SHSC will contact security with a copy to Jacquetta Goy of Risk Management, to lock the labs at night (before 7:00 – the normal lock down time) for the dedicated computer-lab classrooms.

1. **Other**

**Door Lock Down/Privacy:**

Stacey J. informed us that Phase 1 was completed a few years agofor the main computer lab on 2nd floor and staff room on 3rd floor. Lever handles with the locking thumb door knobs replaced the old round handles. Stacey is looking to have the project finished off in other areas in the Ken Lepin Building that are not dedicated classrooms or teaching areas and elsewhere on campus. Same keys would be used but the hardware handles will be changed to lever handles and push button lock at the back as opposed to locking with a key. This needs to be completed by March 31 as the funding is only available until that date. Facilities will purchase everything once they are contacted.

Frosting the windows is also a requirement on the Lock down Rooms. It was suggested by Trent H. that magnetic covers could replace the frosting.

**ACTION:** Stacey to arrange completion of the Lock Down project for replacing door handles and will look into the magnetic covers for blocking the windows.

**Active Threat Training question from Lucille A.**

Tabled until next meeting.

Meeting adjourned at 10:21 a.m.