

Attendance August 2018 – June 2019

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology		Y	Y			Y					
Trent Hammer	Chemistry	Y	Y	Y	Y		Y					
Colin Taylor	Physics	A	Y	Y	Y		Y					
Timothy Crowe	Micro	A	Y	Y	A		Y					
Sonia Walczak	AHT	A	P	A	A		A					
Wendy McKenzie	Nursing	Y	Y	A	A		A					
Jamie Ushko	Biology	Y	Y	Y	Y		Y					
Janine Rostron	Respiratory Therapy	Y	Y	Y	A		Y					
Dayton Shaw	Chemistry	Y	Y	Y	Y		Y					
Mridula Sharma	Computing			A	A		A					
Christine Miller	UPrep	Y	Y	Y	Y		Y					
Marten Lettinga	Chemistry	A	A	Y	A		A					
Jacque Sorensen	NRS		P	A	Y		A					
Nancy Van Wagoner	Geology		Y	A	A		Y					
TBD	Math				A		A					
Resource members												
Stacey Jyrkkanen	AD, OSEM	Y	Y	A	Y		Y					

1	Meeting Called to order at 1033: Motion to adopt agenda by Christine Miller, seconded by Lucille Anderson
2	Review of Minutes from November 28, 2018 Review Minutes from November 28, 2018: <i>Stacey Jyrkkanen clarified name spelling mistake in minutes</i> Motion to adopt November 28, 2018 minutes by Stacey Jyrkkanen, seconded by Trent Hammer
3	Old Business (from November 28, 2018) 1. Old Business (taken from November 28 minutes) a) New Chemical Storage, Labelling and Inventory System - update from Dayton: Biology - past deadline, working on during reading break and into spring, researchers will get help with labelling (no need to classify chemicals more than once). Physics - done Other areas - Dayton is working on helping other departments. This is relevant for all chemicals and compressed gases on campus.

OSEM needs inventory access for HAZMAT for fast referral *Action: Stacey will make a Sharepoint Emergency Response Management folder so the right people can access quickly, Dayton/Timothy will send excel sheet out for inventorie.*

- b) **Sign-offs-** Safety & Skills Checklist made by Colin. Both staff and students need to fill it out after receiving the proper training and is to be kept beside the machine *Action: Colin will change wording so that both staff and students can use the same form and have it signed off by supervisor*
- c) **Office Security-** Sid from facilities recommends getting FOB installed for S236 as a mechanical code lock would be expensive. Could be paid for by small building/reno fund? S362 prep area door lock is on order to fix *Action: Colin will look further into getting FOBS*
- d) **Handicap Parking/Loading Zones-** JOSH committee meeting in Dec. gave approval for new spots around Science Bldg, just have to tell them where. *Action: Jamie will tell Warren we would like 2 handicap spots and 2 RT drop off spots where the premium reserved spots are currently at the East Entrance.* Some of those parking in this lot can move up to LOT S where the RT spots are now. Access for loading zones at the front of the building has been promised once construction is completed.
- e) **Emergency Marshals-** Still needing more marshals to sign up. Stacey has presented to Faculty Council but is needing Chair support to “assign” marshals. *Action: Stacey will send list of ER Marshals out*
- f) **Scent Reduced Awareness-** Update from Janine. Currently we have Awareness but no official policy. Hard to enforce except with staff. Lung Association, WCB, Human Rights all recommend something in place. *Action: Janine will work with Wellness to increase Active Awareness Campaign through more signage, reminding students verbally etc.*
- g) **Website Updates-** Trent printed out unused Science content, can remove links *Action: Trent will email Susan Purdy and Marcie for feedback to clean up website*
- h) **Window Coverings-** Facilities has a list (from someone?) and is working on removing some coverings. *Action: Everyone is to bring a list of which window coverings they still want removed to the next SHSC meeting*

	<p>a) Hand Sanitizer stations- They seem to have disappeared. Action: Trent will contact Warren about why they are missing and getting new ones installed</p> <p>b) Safety Rules in Labs and Lab Prep Areas- Leggings and tight jeans are unacceptable in Chem labs, clothes must be baggy to prevent burns, no pants tucked into rubber boots. Scrubs have been purchased for students to “rent” for \$2 if they fail to dress appropriately. There should be NO food in prep areas, need staff to lead by example. Perhaps, supervisors can ask TA’s to leave prep areas as they are not lounges (S362). Also an issue with eye makeup on microscopes, they can be sanitized with kim wipes after use to prevent bacteria growing. Action: Biology will talk to Chair regarding TA’s in prep areas to enforce no lounging.</p> <p>c) Additions- Dayton and Timothy are working on manual for handling hazardous chemical wastes that research students can use as a resource. Looking at using UBC’s manual as a backbone for our manual. Action: Stacey will get a copy of SyberTech collection company’s manual to help create our own</p> <p>d) Incidents- One student felt burning/redness on outer ear after lab. Instructor administered First Aid, however we have paid attendants to do this here. Faculty should not be doing First Aid due to liability and lack of documentation issues. Process is to call Security for First Aid.</p>
	Next Meeting February 27 at 10:30 am in S270
5	Adjournment
	Meeting adjourned at 11:22 am