

UNBC LAB SAFETY COMMITTEE MINUTES

DATE: August 11, 2022

Time: 1:00pm-2:00pm Meeting hosted via Zoom

Attendees:

Tammy Klassen-Ross, Chair Sr. Instructor HLSC (FOHHS)

Saphida Migabo – ESM (FOE)

Alina Constantin – Sr. Lab Instructor (FOHHS)

Samuel Hanson – Asst Prof CHEM (FOSE)

Kaila Fadock – Sr Lab Instructor (FOSE)

Hossein Kazemian – Sr Lab Instructor (NALS)

Calin Claassens – NUGSS Rep

Natalie de Bruyn – NHSRF Coordinator

Jennifer Skaar – Recording Secretary

Absent:

Maik Gehloff – WIDC Lab (FOSE)

Sam Smith – Grad Rep

Conan Ma – Chemical Safety Officer / RSO

Vacant – Manager of Health & Safety

Sarah Elliott – Director, Safety & Security

Chair: Tammy Klassen-Ross

1. Meeting Called to order – 1:03pm

2. Territory Acknowledgement – Tammy

3. AGENDA

- Add Committee Member changes under new business - Kaila
- No other changes to the agenda. All in favour

4. APPROVAL OF MINUTES – May 12, 2022

- No changes or corrections – motion to approve Kaila. All in favour.

5. SAFETY OFFICER REPORTS

a) Chemical Safety Report –Tammy for Conan

-Conan is away but forwarded an update to Tammy.

-There was a toluene spill in building 4-405 – Conan responded and cleaned up. Conan indicated the student responded correctly, immediately reached out for assistance.

-Addition of a mop and bucket for each lab floor level spill kit was approved by Sarah Elliott

-Inspections are up to date. More scheduled for fall.

*No questions.

b) Biosafety Officer –Natalie

-Natalie confirmed no incidents or accidents to report.

*No questions.

6. BUSINESS ARISING

a) Lab Inventory Project Update -Tammy

-As Conan is away, Tammy will table for an update on his return. Asked members if they had any updates.

-Believe all of Chemistry is completed; Bio Labs are scheduled for tomorrow; Building 9 is also on the schedule.

b) Final update on Biosafety Permit Applications reviewed in June (NALS & Olasanmi)-Tammy

-Permits were approved and Tammy and Natalie will be forwarding the approval letters.

c) Final update on Autoclave Training requirements recommended after May incident – Tammy & Natalie

-Natalie indicated that autoclave training has started and going good just slow. About 12 people

have been trained so far. Tammy asked if it is being well received -Natalie indicated it is going, some are more receptive than others.

7. NEW BUSINESS

- a) Purchase of mops & buckets for lab spill kits – Tammy
-Noted under 5 a)
- b) Meeting Times – Tammy
-Tammy asked what day of the week works best for everyone, 3rd Wednesday at 1:30pm seems to work best for everyone. We will set as a tentative meeting and Jennifer will send out an invite. If there are any scheduling conflicts we can discuss at the next meeting.
-Meetings will continue via Zoom.
- c) Committee Member Changes - Tammy
-Samuel's last meeting today. Are there any ideas for a replacement?
-Suggestion to have someone at the same level -assistant Prof.
-Hossein recommended Oliver Iorhemen asst Prof EENG. Tammy asked if Hossein could reach out and get back to her.
-Tammy will also look into an option for someone from health sciences.
-Tammy asked about Lydia's replacement- Jennifer confirmed the position is posted but finding a replacement has been difficult and taken a long time in the past. Expect that Sarah will try to attend as often as her schedule permits.

6 ROUND TABLE DISCUSSION:

*Fire drills -Tammy

-With Lydia now gone Tammy is unsure if a replacement has been found or what is happening with the fire drill scheduling. Jennifer provided an update – Either Sarah Elliott herself will be conducting the fire drills or Marlene Cannon has also been assisting with fire drills. Jennifer anticipates that Sarah would be setting the schedule for the lab buildings and Marlene will be assisting with the drills.
-Tammy reminded everyone of the Committee's discussion back in May regarding fire drills in lab space. Some people were not very keen on the drills taking place when classes were in. Tammy approached the Dean who supports fire drills occurring regardless of a class being in session. Tammy will advise the Chairs, Todd and Ken. Any others please let he know.
-Comment – People's concern is drills being scheduled when intensive labs are taking place as these take the full 3 hours of class. Tammy believes there is always notice that goes out in terms of noting the week it will occur. There was concern especially from ARC on students with disabilities and knowing what to do in the event of a fire. Tammy will reach out to Sarah to discuss further and get the word out.

*Thank you to Samuel – Tammy thanked Samuel for his participation and contributions to the Lab Safety Committee. Samuel noted he has enjoyed being part of the Committee.

7 MEETING AJOURNED AT: 1:30pm

ACTION ITEMS

Item #	Description	Who	Action
1	Review of the Visitors to Labs policy –currently in draft	Sarah Elliott	Tabled for Lydia to bring back to the Committee once Sarah has had the opportunity to provide input.
3	Funding for permanent solution for special fume hood accommodation	Conan	Kaila and Conan to reach out to safety in summer 2021 for funding to move forward.
4.	Service dogs in lab space policy	Tammy	Recommendations to be brought forward from the Lab Safety Committee to Sarah Elliott to assist with the animals on campus policy.
5.	Classification of Lab Space		Lydia to work with Sarah initially on a recommendation of classifying lab space.
Standing	Procedure for UNBC Labs under Evacuation	Sarah Elliott	Remaining as a standing item. Sarah Elliott to provide information as it comes available.

NEXT MEETING DATE: SEPTEMBER 21, 2022

TIME: 1:30PM TO 2:30PM - VIA ZOOM - UNLESS OTHERWISE NOTED

UPCOMING MEETING DATES: TENTATIVE – OCTOBER 19TH; NOVEMBER 16TH; *DECEMBER 14TH*