

Faculty of Science Safety Committee Meeting

November 7, 2023, ~ 1:00pm. – 3:00 p.m.

Hybrid Meeting (Zoom and McNally Main 320)

Attendees:

Dean of Science Office & Meeting Chairperson - Dr. Sam Veres, Dean of Science

Dean of Science Office – Leanne Lucas, Science Safety Advisor

Department of Astronomy and Physics – Dr. Greg Christian, Mike Dunlavy

Department of Biology – Dr. David Chiasson, Matt Logan

Department of Chemistry - Dr. Jason Masuda, Dr. Bitu Hurisso

Department of Engineering –

Department of Environmental Science – Dr. Linda Campbell, Margaret MacNeil

Animal Facility: Emily Allen

Department of Forensic Sciences –

Department of Geology – Dr. Mitchell Kerr

Research Instrumentation Centres – Patricia Granados

Human Resources Department – Valerie Wadman

Risk and Insurance Services – Michael Chiwawa

Facilities Management Department – Dennis Gillis

Regrets: Dr. Tim Frasier

ASL-English Interpreters – Ashley Campbell, Starla Predham, Hunter (Intern)

Minute taker – April Scheller, Psychology Department

Call to Order

The meeting was called to order at: 1:00pm

GENERAL BUSINESS

1. Introductions

Each member of the committee introduced themselves.

2. Call for Agenda Item Additions

Under Other Business – Unwanted animals in the Science building and Key control

3. Minutes from April 2023 meeting

Minutes unanimously approved and carried.

BUSINESS ARISING

4. Water Testing

Water testing is done annually and there are no drinking water concerns on campus. The water bottle fill stations on campus are filtered and there is no lead in the pipes on campus. Facilities is working on a new interactive campus map that will show where the fountains are located.

A suggestion was made to change the signage in the bathrooms to indicate where the fill stations are since the water is not filtered in the bathrooms. L. Lucas will update the signage in the Science washrooms.

5. Solvent Waste Storage Shelving

S. Veres and M. Kerr have identified ways to improve safety concerns regarding the storage shelving and will act on it over the next month. There's a concern the bottles could slip off the wooden shelving if they are too full. Storage cabinets would be *safer than wooden shelves*. B. Hurisso will send information he has on the cabinets to S. Veres.

6. Safety MOU with Dalhousie

The MOU with Dal is signed and now in place. It includes radiation safety and biohazards since they are two areas we don't have expertise for on campus. S. Veres will distribute the MOU to committee members. The route to access their expertise will go through L. Lucas as the Safety Advisor. Please reach out to her if you have questions.

Action Item: S. Veres and L. Lucas will look into the waste pickup policy with Dal.

7. Chemical Inventory

We've been using Quartzly, but it is no longer feasible. We will start using excel spreadsheets to share inventory data. L. Lucas is transferring the data from Quartzly to the spreadsheets and then they can be shared with the PI's and Security. It would be helpful if the technicians could see all of the forms to reduce waste. L. Lucas can add technicians as top-level viewers.

8. FSSC Terms of Reference

M. Dunlavy was working on them and S. Veres and L. Lucas will review and bring back to the committee at the next meeting before sending to JOHSC.

9. Work Instructions

S. Veres viewed #12 work instruction and send it to L. Lucas for review who will share it with L. Campbell for feedback and then bring back to the committee at the next meeting.

10. Smudging

Smudging spaces are available in the Loyola Conference Hall, Scotiabank Theater, Burke 114, Burke Theatre's A, Indigenous space in the new Hub, and all exterior locations away from fire exits. There is a policy around booking space for smudging. Committee member recommended adding smudging locations on the new interactive campus map.

11. MS Forms Incident Reporting

L. Lucas has been introduced to MS Forms and Data Automate and will be producing forms to use as an alternative for incident reporting and other forms. She will be working with S. Veres and will bring it to V. Wadman and the JOHSC for review. MS Forms is available on phones and to take a photo of. V. Wadman will send the word document of the incident form to L. Lucas to review.

REPORTS

12. Safety Advisor Reports

L. Lucas has been meeting with departments and will be shadowing technicians to get a better sense of what they do. She will continue to meet with science faculty and technicians. She's reviewing the incident reports, field work instructions, risk assessment procedures and hoping to streamline them. She's also reviewing emergency procedures and inspections.

13. OHS & Wellness Consultant: JOHSC Activity and Information

Office inspections would have gone out in October, but V. Wadman received recommendations to change the home inspection form, and it will go out soon. Plans to add Intro to OSH through Banner was unsuccessful so we're back to downloading all the names of new employees. Please send feedback for the course to V. Wadman.

DISCUSSION TOPICS

14. Summary of Injury/Incident Reports for Faculty of Science

Incident #	Month	Incident Summary
6438	September	<i>Mold around building Action taken: S. Veres viewed some spaces with P. Farmer. Some ceiling tiles are being replaced. It's been noted that mildew has been growing on plastic components on the fume hoods on the 5th floor chem lab and P. Farmer will be making changes to the ventilation schedule for next summer to have it on 24 hrs instead of just working hours to keep air cooler and remove the humidity. Please put in work orders if you notice any ceiling tiles that need to be replaced.</i>

15. Violence Risk Assessment

It was distributed last month and V. Wadman hasn't received any feedback. Committee member said that it's a communication challenge with multiple emails coming in some get missed. Hope we can streamline the email process. S. Veres provided feedback: Lone worker program didn't come up as a webpage and only on a pdf on a search. Also, our Safe and respectful webpage links are broken. A work order has been sent to EIT. On the report, 40% didn't receive follow-up to their complaints and that is a concerning number. Maybe the reports are not being filed with the correct supervisor.

We have a new respectful workplace advisor and she's reviewing the policy for employees. The sexual violence policy for students is through Student Services.

Cellphone reception is poor in areas of the Science building. S. Veres and L. Lucas will walk through to see which areas are poor. S. Veres will connect with Security to follow-up. A suggestion was made to add texting in the SMUsafe app instead of just calling. It would be more accessible.

16. Annual University Safety Policy Review

Please read the policy and sends comments to V. Wadman and she will update and bring to JOHSC for review.

17. Annual WHMIS Training Review

SMU needs to review if the WHMIS training we provide is sufficient. L. Lucas has admin rights to make edits to the online training. Stephen Beaton at Dal is sending examples of what they provide because they have online modules. L. Lucas will investigate training for techs and Pl's. It was suggested it would be helpful to see the information in Banner with class lists.

WHMIS training for students is available and is a two-hour course. L. Lucas has admin rights to the student course as well.

OTHER BUSINESS

18. Any other business

a. Unwanted animals in science building

The process for removing unwanted animals (racoons, snapping turtles) is to contact Security and they will contact pest control. Security will contain the animal if possible. A concern is the doors are being propped open and unwanted animals are coming into the building. More checks are required when security is performing their rounds.

b. Key Management, security and control

There's concern over the key system and access to rooms in Science. There are many different processes being used and a simpler process would be easier for everyone. Suggestion made to see if the MOU with Dal has access to key management. It's not feasible to have access cards made for all doors. If the door has a red/blue/green sticker it is a fire door and needs to be closed.

Motion to adjourn by M. Dunlavy. Meeting adjourned at 3:00pm.

Dr. Sam Veres
Meeting Chairperson, Faculty of Science Safety Committee
Acting Dean of Science