

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, March 5 2019 @ 1:00 PM, Room PB 1210

For Approval at Next JHSC Meeting

Present: Carolyn Cummins (M, Chair), Zarko Zlicic (W, Co-Chair), Andy Yang (W), Jack Uetrecht (M), Irene Tang (M), Nina Marelli (W), Sam D'Alfonso (W), Donald Wong (W), Ruth Carew (W), Geoff Shirliff-Hinds (E), Paul Grootendorst (M), David Dubins (M),

Regrets: Cecilia Sumi (W), Tiffany Cho (W), Jeff Henderson (M), Ayoob Ghalami (E),

Absent: Christine Allen (E), Stephane Angers (E), Mark Austin,

Chairperson for this meeting: Carolyn Cummins (M, Chair)

W=Worker M=Management E=Ex officio

1. Approval of and business arising from minutes of December 4th, 2018

- a. Minutes were approved with one change [Irene is in a Management position instead of Ex officio] (Motion by Zarko, Seconded by Nina)

2. Uploading Records

- a. Zarko has uploaded the last 3 inspection reports to the EHS website.

3. A New CUPE Member

- a. A member (Dennis Cheung) was appointed to our committee and this was organized by CUPE Unit 3.
- b. Dennis was confirmed to be on the JHSC committee mailing list.

4. Proper Storage and Disposal Procedures

- a. It was discussed that we should include storage room and proper disposal procedures in the upcoming newsletter.
- b. Zarko spoke to Rob to ask him to remove more from the waste room every time they come in, including old chemicals and solvents. Problems with the contractors: different groups coordinating different chemicals. Should keep following up with Rob.

5. First Aid Requirements

- a. Four members of this committee volunteered and participated to the training. Ruth Carew and Heidi Bond are also still certified first-aiders.
- b. We need to have four kits (15-200 people) and a small kit and they should be segregated onto floor B1 (in the workshop), 4th floor (behind Ruth), 6th floor (behind Donald), 8th floor (back corridor), and 11th floor (back corridor).
- c. Remove non-compliant first aid kits on floors 9, 10, 12 but replace with a memo on where to find them.

ACTION: Zarko to purchase compliant First-Aid Kits (possibly from U-Line)

ACTION: Jack will look into obtaining a naloxone kit. If Jack does get it, it will be stored in Jack's office.

ACTION: Nina will enquire as to the Faculty's perspective on having a naloxone kit.

ACTION: Carolyn will speak to the Dean/Faculty about getting the defibrillator for the department.

ACTION: Carolyn will reach out to individual PIs for first aid training.

6. **JHSC Member at 256 McCaul**

- a. Cecilia Sumi is the new member for 256 McCaul that will be joining this JHSC committee. She could not attend this meeting but will be moving forward.

7. **PharmSci newsletter articles – current topics, seasonal topics**

- a. Carolyn described a new "Health and Safety Corner" that would be appearing quarterly in the PharmSci Research Updates that are sent out by email. In the first issue we will include details on how to perform "Lab Spring Cleaning" safely.
- b. Future articles could include a description of proper handling with liquid nitrogen.
- c. For the next letter in summer: should include a portion on chemical safety (i.e. proper storage and disposal) and lab attire in the summer.

8. **Clean-Up Party**

- a. As addressed in last meeting, education is the first step hence the newsletter

ACTION: Zarko will coordinate with Rob on a cleaning up day for the department.

9. **Backup Freezer:**

- a. The current backup freezer will be used for defrosting
- b. Will require another back up freezer
- c. Dave has one in his lab but the temperature is only at -20~30C. Not good for back up.

ACTION: Carolyn will speak with Stephane for a new Back up -80C freezer

10. Building Inspection Groups:

- a. Submit a report with the common floors and spaces for the building once a month. Zarko usually fills the gap in case no one is doing the inspection for the month. Speak to Zarko if there are any switches that want to be made
- b. Tentative inspection schedule:
 - Carolyn / Sam – April
 - Jack / Andy – May
 - Jeff / Tiffany - June
 - Donald/Paul - July
 - David/ Zarko - August
 - Nina and Ruth – September
 - Nina/ Zarko fill in gaps

11. EHS- Biosafety permits and HECHMET

- a. Moved to next meeting due to lack of time.
- b. HECHMET: an online system for keeping track of chemical in individual labs.
- c. The benefits of the HECHMET system are that there will be fewer annual surveys that PIs need to fill out and that they will be better able to counsel in the event of emergency responses if they know where the dangerous chemicals are stored for each lab.

ACTION: Carolyn will coordinate with Stephane to set up a date for the HECHMET training for the BMS group.

12. Next Meeting Time Dates

- a. June 11th, 2019 @ 1PM

Meeting adjourned at 2:10pm.