

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, March 10, 2020 @ 1:00 PM, Room PB 310

For Approval at Next JHSC Meeting

Present: Ruth Carew (W), Carolyn Cummins (M, Co-Chair), Zarko Zlicic (W, Co-Chair), Sam D'Alfonso (W), Jeff Henderson (M), Hanie Yousefi (W), Donald Wong (W), Christine (Tina) Harvey-Kane (M), Irene Tang (M), Tammy Taylor Deane (W),

Regrets: David Dubins (M), Jack Uetrecht (M), Paul Grootendorst (M), Andy Yang (W), Nina Marelli (W), Mark Austin (W)

Absent: Lisa Dolovich (E), Stephane Angers (E), Ayoob Ghalami (E), Geoff Shirtliff-Hinds (E), Wen Zhu (E)

Chairperson for this meeting: Zarko Zlicic (W, Co-Chair)

W=Worker M=Management E=Ex officio

1. **Approval of and business arising from minutes of December 3rd, 2019**
 - a. Minutes were approved with minor corrections.

2. **First Aid kit locations, signage, contents, 256 McCaul first aider**
 - a. Zarko mentioned that the first aid kits have arrived and are installed. A question was raised about the possibility of providing pain killers in the first aid kits. It was discussed that the first aid kits should contain no drugs but these can be kept by individuals in their drawers for personal use.
 - b. Carolyn mentioned that Band-Aids should be made of plastic and included in the kits as this was advised during lab inspections by EHS.
 - c. Zarko mentioned that a first aider should be assigned for 256 McCaul location. Tammy offered to take the training.

ACTION: Zarko to laminate the signs near the first aid kits.
ACTION: Tammy to take EHS training

3. **Appointment of Tammy as a JHSC member at McCaul**
 - a. Zarko mentioned that Tammy is the JHSC member at 256 McCaul and has gone through the proper channels.

4. **New inspection, meeting, agenda templates**

- a. Irene mentioned that there is a new template for the agenda. She distributed an example of the new format for agenda and mentioned that following the format is not mandatory but recommended by the health and safety office.
- b. For routine floor inspections, washrooms need to be included and inspections of the hallways is also recommended.
- c. A question was raised about inspection of the penthouse. Zarko replied that there are two rooms in 13th floor (chemical storage) that we are responsible for inspection. If needed, Irene can help the committee gain access to blueprints.
- d. Irene mentioned that all the documentations should be kept for 5 years after the inspections as the ministry of health can ask for access to them. Her office only needs the documents for last year for her review.
- e. Sam mentioned that it would be good if we had a guidance (template) of how to prepare inspection reports. Zarko also mentioned that we started with following a guideline from EHS but we have had made edits in it during years. He added that what we use is mostly in form of a checklist rather than a report. It is different from when we are reporting an issue (as for incident reports, we use Irene's template).

ACTION: Zarko will distribute the templates and we will switch to the new format from now on.

ACTION: Donald to scan and send Irene the last two years of inspection reports for LDFP.

ACTION: Irene to update the online JHSC modules to show that our inspections have occurred.

ACTION: Zarko to compare the EHS checklist to what we are using for our inspections.

5. UTAlert, Fire Alarm Safety and Procedures – comments, suggestions

- a. Following up with the situation where people did not leave the building while a fire alarm was ongoing. Tina mentioned that we cannot force people to leave the place and it is their choice, so there will be no action to take in this matter.

6. Covid-19 – Considerations for a building closure

- a. Tina mentioned that we need to be ready for possible building shutdown as the University of Washington and Stanford have shut down recently. Carolyn and Jeff discussed that total lock down of building would not be feasible as there are animal and cell lines in the building that need continuous attention.
- b. It was discussed that a notice of 48 to 72 hours would be required before the possible shutdown.
- c. Jeff described the measures that were put in place during the previous SARS epidemic where certified personnel were at the locations to check people for symptoms and let them in to the workplace and suggested this model could be applied to LDFP in possible situations of lockdown.

- d. Tina asked about what percentage of researchers have long-term research that cannot go on pause. It was estimated that 50% of the biomedical sciences researchers would have long-term projects ongoing.
- e. Sam added that there should be a university wide protocol about how to control the crowd and researchers who need to keep working.
- f. Tina mentioned that she is working on a plan in the event of a building shutdown and asked researchers to consider supplies that might be needed and timelines for shutdown.
- g. Carolyn mentioned that there will be the need for 1-2 core person for each lab to take care of ongoing projects.

7. Inspection teams and locations TBA

- a. Zarko mentioned that he is working on putting new inspection teams together. Zarko asked about the eyewash station in 9th floor dark rom (which is a microscopy room now), if we should take inspecting it out of protocols. Tina, answered that we can keep it on list and just notify the team that it does not need to be checked.
- b. Jeff mentioned that we have done regular weekly checks for eyewashes although we might have missed initialling the inspection sheets.

ACTION: Zarko to put together new inspection teams.

8. Other business: WHMIS Labels and HECHMET implementation update

- a. Carolyn asked about how the WHMIS labels will be distributed in the labs? Zarko replied that they will be distributed by EHS and we will mandate it to the labs. For the time being, the Cummins lab volunteers to implement them first. Jeff mentioned that the labels may have problems on small chemical bottles.
- b. Jeff asked about any updates on HECHMET implementation? Carolyn suggested that we first focus on WHIMES labels as the HECHMET is not mandatory, but labels are. Carolyn asked if EHS has summer students to help with HECHMET? Irene mentioned that there are no students now to help with that. She suggested that Carolyn can be in contact with the CAO office to ask about potential new students.
- c. Carolyn mentioned that she is going on sabbatical on July 1st (for one year) and a a new co-chair needs to be selected to replace her.
- d. Tina updated the team that there will be a construction in the neighboring building and there will be truck and dumping. We should consider how the vibration will affect our research at LDFP. This construction will take about 2 years. The small driveway beside the building will be blocked. After we decide how this affects our research, we should update them on how we want them to proceed with their construction. If this is disturbing, we can ask them to only work on weekends.

ACTION: Carolyn to let the CAO office know that researcher may need administrative assistance when it comes time to implement the HECHMET database.

9. Meeting adjourned at 2:00 PM.

Room booked for upcoming meeting:

June 9th, 2020 (1:00pm-2:00pm) – BOOKED – Rm 1210