

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, September 18 2018 @ 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), Sam D'Alfonso (W), Tiffany Cho (W), Jeff Henderson (M), Nina Marelli (W), Donald Wong (W), Irene Tang (E), David Dubins (M)

Regrets: Stephane Angers (E), Christine Allen (E), Ruth Carew (W), Paul Grootendorst (M), Ayoub Ghalami (E), Jack Uetrecht (M), Geoff Shirliff-Hinds (E)

Absent:

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

W=Worker M=Management E=Ex officio

1. Approval of the minutes of June 19th 2018.

Minutes were approved.

2. First Aiders

- a) We currently have two first aiders with up-to-date training: Ruth Carew and Heidi DeBond.
- b) There are no formal requirements pertaining to the total number of employees in the Faculty.
 - a. The requirement is two trained individuals that are in close proximity per first aid station (If there was one first station per floor that would be 24 in total for the Faculty). Personnel can potentially cover two floors (one above or below their location), if required.
 - i. Possible solution for more first aid volunteers is to get graduate students, post-docs (as long as they are considered employees of this department) to be trained, noting that they will be compensated for the training fees; the proposal is that coverage will be for trained personnel per first-aid station (Irene).
 - b. The kit must be stocked following Workplace Safety and Insurance Board (WSIB), Regulation 1101 and Policy on First Aid and supplies should be replenished when needed.

- c) First aid training is available four times a year (next one is November). EHS will pay for required training for LDFP employees.
 - a. It is a good idea to stagger the training dates so that not all first aiders' training expires at the same time.
- d) First aid kits should be in all labs. Currently, not all investigators are trained for first-aid. PIs are responsible to comply with all EHS lab requirements (eg where the resources are and who the first aiders are).

Action item: Zarko to notify incoming students during the Health and Safety orientation that first aid training is available

Action item: Nina will send out an email out on the listserv to inquire if any employees would like to get trained for first aid.

Next step: Solicit more first aid volunteers. Implement best practice in terms of where the stations are, who will be trained for these procedures and ensuring stations are stocked in accordance to policy and regulation.

3. Freezers & sensors

- a) Dave Dubins has 6 monitors for sensing the freezer. He requires at least one router per floor to operate the sensors.
- b) The new -80°C freezer needs to be defrosted occasionally as the temperature will rise if there is a build-up of ice present.
- c) Problem: no room to place the racks so they leave the freezer open for a while. Investigate a low-cost option to solve the problem, such as asking the University electricians to install a monitor on the power
- d) Possibility of electrical flux may contribute to the ice build-up problem on the thermostat within each freezer
- e) There is a back-up freezer in Dr. Dubins' lab that operates at -30°C.

Next step: Discuss the freezer situation at the research meeting and inquire for a second -80°C freezer as back-up.

4. Proper Disposal Procedures

- a) Bucket lists have been helpful and very few incidents have arisen. Zarko has sent out the proper waste procedure to students
- b) Loading dock has been having trouble with improper battery disposal.

Action item: Remind students and staff that the battery receptacle is next to the front desk.

Action item: Send an email to PIs with Bucket List poster and Safe to Remove Tag

5. West Facing Windows on Lab Floors

- a) A concern was raised regarding the glass panels that line the railings of the building, particularly on the upper floors.
- b) Last summer one of the panels on the 12th floor spontaneously shattered onto the 6th floor. Luckily no one was injured.
- c) There was an informal report from our building manager which states that the incident might be due to repeated heat stress to the glass panel which likely contributed to this incident. But this is inconclusive, improper installation might have been another explanation.
- d) Suggestions for implementation of a prevention measure which include blinds for the windows or a netting below the glass.

Action item: Nina will send an email to the building manger office to inquire about this problem and possibly ask an engineer to evaluate this.

6. CUPE representatives on JHSC

- a) Tiffany Cho will be the CUPE representative.
- b) Andy Yang will be the grad student representative.

Action item: Find a replacement for Jessy's position.

7. Cold Room Common Room Area Concerns

- a) A concern was raised from a Faculty member that there was insufficient space to manoeuvre in the autoclave room on the 10/11th floor due to excessive storage of unused equipment.
- b) It was noted that this is a temporary situation and the equipment will be moved as soon as the renovations to the lab on the 12th floor are completed.
- c) Carolyn Cummins cleaned the 11th cold room and the 10th cold room floor has been cleaned by David Hampson, but not completely.
- d) Zarko has informed the PIs that they should be claiming their materials in the cold room or else EHS will dispose the items by the end of next week.

8. Incident report from OHS

An incident occurred while moving a table outside. It was an unfortunate accident and we remind everyone to be careful when moving large furniture.

Other business arising

9. Updating of records online

- a) Irene requested the investigation reports to be sent to her, so she can upload all reports, agendas, minutes the to EHS module. Minutes were up but not inspections.

Action item: Zarko to send documents and our terms of reference to Irene.

10. Light fixtures falling

a) Dr. Dubins brought up that laboratory light fixture covers were falling out in his lab. It was discussed that these incidents need to be reported to the CAO office.

Action item: Nina will contact an electrician to come in and conduct inspections on each floor and crosscheck which floors have been checked.

11. Desk chairs wearing out

a) Jeff Henderson mentioned that desk and laboratory chairs brought up that the piston on the chairs has been worn out and wondering if it is possible to order just the piston and perform repairs on the chairs. Exploring possible and cost-effective options before any replacements are made.

12. Next Meeting Time Dates

- a. Dec 4th, 2018 1pm
- b. Mar 5th, 2019 1pm
- c. June 11th, 2019 1pm

Meeting adjourned at 2pm.