Science and Medicine Safety Committee - Joint Local Safety Committee

Record of Meeting

Location: Petch 206    Date: Tuesday, January 28th    Time: 1:00 PM

Attendees:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Department/Unit</th>
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<tbody>
<tr>
<td>John Hall</td>
<td>Faculty of Science</td>
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<tr>
<td>Evelyn Wiebe</td>
<td>Division of Medical Sciences</td>
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<tr>
<td>Janice Gough</td>
<td>Dept. of Biology</td>
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<tr>
<td>Margaret Blake</td>
<td>Dept. of Bioc &amp; Micr</td>
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<td>Rosemary Pulez</td>
<td>Dept. of Chemistry</td>
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<tr>
<td>Terry Russell</td>
<td>School of Earth &amp; Ocean Sciences</td>
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<tr>
<td>Susan Gnucci</td>
<td>Dept. of Physics &amp; Astronomy</td>
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<tr>
<td>Troy Hasanen</td>
<td>OHSE</td>
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<tr>
<td>Melinda Powell</td>
<td>CUPE 951, BIOC</td>
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<tr>
<td>Neil Honkanen</td>
<td>CUPE 951, PHYS</td>
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<tr>
<td>Oliver Krupke</td>
<td>CUPE 4163 Comp 1, BIOC</td>
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<tr>
<td>Val Kerr</td>
<td>PEA, BIOC</td>
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<tr>
<td>Brad Binges</td>
<td>PEA, Greenhouse</td>
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<tr>
<td>Paul Poffenberger</td>
<td>Grant Funded, PHYS</td>
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<tr>
<td>Fraser Hof</td>
<td>Faculty, CHEM</td>
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Regrets: Fiona Puszka (Personal Safety Coor., CSEC), Patrick Nahirney (Faculty, DMS), Kurt McBurney (Faculty, DMS)

Co-Chairs: Management: John Hall    Worker: Oliver Krupke

Agenda Items

1. Approval of Agenda

   The agenda was approved as circulated.


   The minutes were approved as circulated. J. Hall reminded AOs to post minutes in a public space in their building/department. FMGT is apparently looking into installing display cases for posting minutes in public places.

3. Business Arising

   ▪ Report back on CHEM May 16th and Nov 13th incidents.

     F. Hof reported that A. Brolo confirmed he personally trained the summer student, and that a Worksafe report was filed. T. Hasanen confirmed that the committee does not see Worksafe reports because of the personal information. The committee was satisfied with this information and asked that that and thanks be conveyed to Dr. Brolo.

     F. Hof reported back from a submission from T. Fyles that clarified the
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Fyles was unclear if it was an accident or incident since no medical treatment was provided. T. Hasanen indicated that even if physical effects were reported (exposure), in the absence of first aid or medical treatment it is considered an incident. Hof will pass this explanation back to Fyles along with the committee’s thanks and satisfaction with the information provided.

- Scheduling of FEC and committee training sessions.

The committee decided that two active threat should be scheduled and one FEC session covering campus wide evacuations and a review of FEC duties. J. Hall will schedule.

4. New Business

- Review of role of committee in the incident/accident report review process.

T. Hasanen reported that there would be upcoming UVic specific training for committee members on relevant safety topics. G. St. Michael will send a flyer out with dates and topics.

Hasanen indicated that the committee’s role in accident investigations is to review the forms, more to make sure that they make sense rather than precise disciplinary review, and to make sure recommendations are being followed through on, particularly in the case of changes to physical spaces and/or equipment. In terms of form completion and other issues we encounter, we can review them one at a time or provide periodic feedback on general points we would prefer to see.

In terms of the place at the end of form where the local safety committee puts review date and comments, while T. Hasanen felt that the documentation in our minutes was sufficient, he will confirm this.

It was suggested that departments may want to have a topic in their upcoming meetings regarding how to complete the forms and when they are needed. An OHSE consultant could be invited to go over this. AOs can pass this along to their department/school.

5. Workplace Inspections Review
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- Report on any recent activities. Confirmation that 2013 inspections were completed.

Each department representative reported on the status of 2013 inspections and fire drills. Most were completed. Some were delayed due to construction activities or other issues. Attached is the summary of the 2013 activities. We now begin another year in which OHSE will inspect lab areas once and departments will self inspect all areas, including labs, once as well.

T. Hasanen confirmed that self-inspections may be done by departmental committee or by individual PIs. Inspection forms are available on the OHSE website. All inspections must be documented; typically a copy is sent to OHSE and retained in the department. It was clarified that single occupancy offices do not need to be done annually, whereas multi-occupancy offices do.

6. Accident/Incident, Near-Miss or Hazard Report Reviews

- BIOC incidents of December 2nd.
  M. Blake went over the form with the committee. The committee had no concerns. Blake confirmed that the listed corrective actions had been taken.

- BIOC incident of January 14th.
  M. Blake went over the form with the committee. A Worksafe form was filed. The expansion joint cover repair has been completed by FMGT. The caster replacement is in progress and Blake will report back when complete, likely in March. The committee was satisfied with the report.

- DMS incident of December 9th.
  E. Weibe went over the form with the committee. Corrective actions were stated as completed and the committee had no concerns.

7. Next Meeting

Our next scheduled meeting is Tuesday February 25th at 1 PM in Petch 206.