Record of Meeting

Location: Petch 206 Date: Tuesday, January 27, 2015 Time: 1:00 p.m.

Attendees:
- Margaret Blake (Biochemistry and Microbiology)
- Susan Gnucci (Physics and Astronomy)
- Janice Gough (Biology)
- Erin King, Management co-chair (Faculty of Science)
- Rosemary Pulez (Chemistry)
- Terry Russell (Earth and Ocean Sciences)
- Evelyn Wiebe (Division of Medical Sciences)
- Brad Binges (Biology, Greenhouse)
- Neil Honkanen (Physics and Astronomy)
- Val Kerr (Biochemistry and Microbiology)
- Patrick Nahirney (Division of Medical Sciences)
- Paul Poffenberger (Physics and Astronomy)
- Melinda Powell (Biochemistry and Microbiology)
- Troy Hasanen (Occupational Health, Safety, and Environment)
- Fiona Puszka (Campus Security)

Absent:
- Fraser Hof (Chemistry)
- Oliver Krupke, Worker co-chair (Biochemistry and Microbiology)
- Kurt McBurney (Division of Medical Sciences)

Minutes

1. Approval of agenda
   The agenda was approved as circulated.

2. Approval of minutes
   The minutes of the meeting held November 25, 2014 were approved as circulated.

3. Business arising
   a) Ventilation in Elliott
      Troy Hasanen advised that duct work on the second floor was cleaned over the December holiday. The ventilation issues in Elliott should now be cleared up.

4. New Business
   a) Workplace Inspections
      Brad Binges reported that the Greenhouse conducted a fire drill and a safety inspection since the last Safety Committee meeting. Both went well, with no issues to report.

      Erin King will create a master list to track common area inspections.
c) Review of Incident/Accident/Hazard Reports
   - CHEM January 12, 2015

   Overall, all present agreed that the report is accurate and complete.

d) Personal Safety Coordinator Update
   Fiona Puszka shared information about a workshop provided by Campus Security on dealing with an active threat. Several Committee members expressed interest in participating in such a workshop.

   Erin King will follow up with Fiona to book one workshop for the Faculty of Science, with priority given to Committee members. If demand exceeds the 20 spaces in this workshop, Departments will arrange further workshops with Fiona.

5. Other business
   a) 2014 Safety Committee Review
      Occupational Health, Safety, and Environment (OHSE) conducted a review of joint safety committee activity in 2014. Troy Hasanen reported that the Science and Medicine Safety Committee is performing well according to this review.

   b) Fire Drill Scheduling
      Terry Russell asked for some clarification around when best to schedule fire drills. Erin King will follow up with Occupational Health, Safety, and Environment for some clear guidelines on this.

   c) Lab Inspection Follow Up
      Troy Hasanen provided an example of a letter received by OHSE after a recent lab inspection. The letter outlines steps taken by a PI to mitigate safety concerns as noted in the inspection report. Troy indicated that follow up letters like this are good practice after inspections.

   e) Wilderness First Aid Course
      Troy Hasanen announced a Wilderness First Aid training course to be held Feb 10-11. The course is intended for field researchers working in remote locations. Registration information is available on the OHSE website.

   e) Air Circulation in Elliott
      Susan Gnucci noted some complaints she has received recently about a lack of air circulation in offices in Elliott. Rosemary Pulez said she had noticed a change in air as well, and that this is due to some energy saving measures applied to the ventilation system.

      The Committee agreed that any concerns about the air quality in Elliott should be passed on to OHSE and Facilities Management in the hopes that a solution can be found.

6. Next Meeting
   The next meeting is scheduled for Tuesday, February 24, 2015 at 1:00 p.m. in Petch 206.