

# UNBC LAB SAFETY COMMITTEE MINUTES

**DATE: May 13, 2019**

Time: 3:30pm to 4:30pm

Room: 9-256

## **Attendees:**

**Chelsea Pelletier–Chair**, Asst Prof SHSC (CASHS)

**Alina Constantin** – Sr. Lab Instructor (NMP)

**Ngoc Huynh** – Nursing Lab Coordinator (CASHS)

**Saphida Migabo** – ESM (CSAM)

**Kaila Fadock** – Sr Lab Instructor (CSAM)

**Maik Gehloff** – WIDC Lab Representative

**Viktor Slat** - Grad Rep

**Natalie de Bruyn** – NHSRF Coordinator

Lydia Troc – Manager of Health & Safety

Conan Ma – Chemical Safety Officer / RSO

Jennifer Skaar – Recording Secretary

## **Absent:**

**Julia Wimmers-Klick** – Sr. Lab Instructor (NMP)

**Kerry Reimer** – Professor (CSAM)

**Alanna Koopmans** – NUGSS Rep

Sarah Elliott – Asst Dir Safety/Security/ Emergency Ops

## **1. Meeting Called to order – 3:33pm. Alina chairing until Chelsea arrives.**

## **2. AGENDA**

- Motion to approve the agenda, all in favour.

## **3. APPROVAL OF MINUTES – April 15, 2019**

- No changes or corrections.
- Motion to approve by Kaila & Ngoc -All in favour.

## **4. SAFETY OFFICER REPORTS**

### **a) Chemical Safety Report – Conan**

- No chemical incidents to report.

-Conan recently tested the air exhaust for the fume hood set up as an accommodation for special needs students in 8-420. Based on the results, Conan feels it is not very effective and does not meet the vapour/ gas control guidelines set by WorkSafe BC. The hood is not going to control exposure levels it is basically providing nuisance control for smell or those items that do not exceed the recommended safety levels. Conan is not sure how this will work to accommodate our special needs students.

-Discussion on how to correct:

- Lydia indicated they have been looking at how the fume hood could be set up on a lift attached to corrugated vent which would allow it to move and still work correctly? Kayla advised that this was considered at the time of installation but it was advised the space would not accommodate because gas lines, water lines etc cannot be moved.
- Would a ramp be possible? Kayla advised that it was considered by there is not enough space to accommodate both lab partners.
- Would it be possible to draw the fumes downward rather than the traditional upwards venting? Conan will look at this as an option.

-Conan was recently conducting a lab inspection and had an employee raise concerns about the presence of strong chemical smells when opening the chemical prep room storage cabinet. The cabinet is used to store solvents which give off vapours and the vapours accumulate in the cabinet creating a strong smell when opened. Conan believes that it would be better if these cabinets were all vented as they are designed to be vented. Kaila added that 2 of the 3 are vented as far as they can tell. They appear to be connected to a venting system but the smell has become much worse which could mean the venting system may not be working. Conan feels that the venting system may be connected incorrectly at the top of the cabinet which is ineffective and should be connected at the second connection site located at the bottom of the cabinet. Conan would like to have a discussion with Facilities to determine if the ventilation system works and possibly changing the ventilation site.

He will first do some testing to see if the levels are coming out as to compare to recommended levels from WorkSafe. From there if the levels come in lower than WorkSafe's recommended amounts then there is nothing further to do but if they are higher then Conan will work on solving.

b) **Biosafety Officer –Lydia Troc**

-No biosafety incidents to report.

-Concern brought forward to safety by a faculty member who witnessed a student inappropriately transporting materials. The student had both hands gloved and was carrying a flask in one and a vile in the other. The Faculty member indicated that the student would have passed through 3 doorways between buildings 4 to 9. Lydia met with the student who confirmed he was aware of the policy but did not offer an explanation as to why the one gloved rule was not being followed. Lydia suspended lab privileges until training repeated. Lydia has asked Conan to monitor the labs over the summer to watch for these types of issues as well as improper footwear and shorts.

## 5. BUSINESS ARISING

a) Biosafety Policy – *Held for next meeting when Chelsea is back*

b) Vacated labs process review – Lydia

-Lydia indicated that prior this was presented as a policy however it is now being presented as a procedure. She has included an indicator if the lab occupant is just giving up the space and remaining at UNBC or if they are leaving UNBC permanently.

-Round table discussion on the updated proposed form:

- Amend to include the new structure of Deans & Chairs. Lydia suggested that we move forward with the form and show it as department Chair or Dean until the new structure is officially set.
- Identify designate for the responsibility in the labs – Dept of Safety & Security
- Does process include what happens if the lab space is not vacated after space is reassigned? Lydia can look at adding a process or ask HR who handles the exit checklist what their process consists of and if there are any consequences or action that occurs if not followed.
- Who would be responsible if the lab is not cleaned out? Conan advised it would make sense that if materials were left in the lab space, the Safety Manager would be contacted and the he as the Chemical Safety Officer would go through.
- How long does someone have to clear out a lab space? Conan indicated it would be good to specify a timeline such as up to 6 months. Some committee members felt this was too long.
- Lydia is going to check with HR to find out if the exit forms are monitored to see if the lab space section has been signed off and what happens if the person has a lab space but that section of the exit form is not signed off.

-Lydia asked Committee if the form could be approved once the final details were clarified or changed? Alina suggested that the time frame to clean out a lab space could be amended to within 3 months. All in favour to accept the form on completion.

-Lydia will create a fillable PDF form and will post on the Labs website safety website and will email the labs list with an update on the use of the form.

c) Environmentally friendly lab gloves – Conan

-Conan indicated he has not made any progress on this as an option. The product is too expensive and the manufacturer does not want to send a sample to test. There is no point continuing- item closed.

d) Lab safety orientation checklists – Lydia

-Round table discussion on the checklist:

- Is the incident/ accident reporting form from 2014 the most current? Lydia will check with Sarah to confirm if there have been any updates.

- Kaila had concerns on the room numbers referenced. Some are not actually accessible rooms. Kaila will send Lydia confirmation of the room numbers that are applicable & Conan will follow up with the spill cabinet numbers.
- The checklists do not work for the WIRL space but requests to provide are coming direct from Facilities. Jennifer could not confirm if she sees the WIRL checklists. Lydia will check with Sarah on the process in place for WIRL to see what changes could be recommended.
- NMP does not follow this procedure per Twylla as they control access to their lab space and safety training is delivered by the NMP Staff.
- Maik identified that the proposed lab safety orientation checklist applies to the lab space but it does not provide training such as the TMA system, Risk Assessments, Ergonomics etc which are covered under the current checklist. Lydia indicated that the new proposed form is to address proper training for a lab space which were not addressed under the current checklist. The current checklist will eventually be unavailable as HR now has the employee training online however, the process of completing the checklist for keys to be issued to students has not yet been sorted out. Lydia suggested that Erik be approached with a request to consider changing the process for obtaining keys and she volunteered to assist with revising the process.

Lydia will make needed changes and will email the Committee the revised copy for review and approval to move forward.

## 6 NEW BUSINESS

- a) Student Lab Safety Orientation (SLSO) Blackboard Course – Lydia  
Lydia advised that the SLSO blackboard course has not been changed for some time. She has created a new module that she would like Committee Members to review and provide feedback. Lydia will make sure that Committee Members are enrolled for both the current version and the proposed version.

The Biosafety Course will remain the same as the content is still fitting for this level. Biosafety Level II is a different course and one that is delivered in person.

## 7 CHAIR COMMENTS

-Chelsea commented that the next meetings are scheduled for June 17 and July 15 however there are several people that will be away. Chelsea recommended the June and July meetings be cancelled and the committee reconvene in August. An email will be sent out to members on any urgent items and a meeting can be scheduled on short notice if required. All in favour of cancelling the June & July meetings.

## 8 MEETING AJOURNED AT: 4:10pm

### ACTION ITEMS

Item #	Description	Who	Action
1	Review of the Visitors to Labs policy – currently in draft	Lydia & Sarah	Tabled for Lydia to bring back to the Committee once Sarah has had the opportunity to provide input.
2	Bio Safety Policy	Chelsea	Chelsea to follow up with Heather Sanford.
3	Process on Vacating Labs	Lydia	Lydia to send final draft to Committee for approval.
4	Lab Safety Orientation Checklist	Lydia	Lydia to send final draft to Committee for approval.
5	Student Lab Safety Orientation Blackboard Course	Lydia	Committee Members asked to review the course content from the existing and the new modules and send feedback.
Standing	Procedure for UNBC Labs under Evacuation Notice	Chelsea	Remain on agenda. Follow up in April 2019 for review.

**NEXT MEETING DATES: (JUNE 17; JULY 15 – CANCELLED)  
AUGUST 19; SEPTEMBER 16; OCTOBER 21; NOVEMBER 18; DECEMBER 16**

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