Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Monday, 14 July 2014 @ 11:00 am, Room 1210

For Approval at Next JHSC Meeting

Present: Sam D’Alfonso (W), Jessy Balendra (W), Carolyn Cummins (W), Lilita Delgado (W), Chesa Dojo Soeandy (W), David Dubins (M), Paul Grootendorst (M), Jeffrey Henderson (M), Peter O’Brien (M), Maya Latif (W), Donald Wong (W)

Guest: David Hanwell (ROCO)

Absent: Geoff Shirtliff-Hinds (M), Titi Oridota (M)

Apologies: Heather Boon (E), Ayoob Ghalami (E), Ray Reilly (E), Jack Uetrecht (M)

Chairperson for this meeting Zarko Zlicic (W)

W= Worker M= Management E= Ex officio

APPROVAL OF MINUTES

• The minutes of 1 May, 2014 were approved by the Committee

• Annual Inspection Forms have been updated.
Action Item: all members to forward feedback on the new forms to Zarko by August 1, 2014

Action Item: an inspection team is to be assigned specifically for the Common Areas.

• Need to discuss Protocol for 9th floor back-up freezer
  o Freezer has been cleaned
Action Item: Zarko (?) will create a laminated sign listing Approved Contents, Secondary Containers, Contact Information, etc.
Action Item: Zarko will get quotes on a freezer alarm system.
Action Item: Sam to post information on Back-up Freezer on the website

• Storage space for bicycles in MSB is not on offer
Action Item: [Who?] will have a bike rack installed in the Loading Dock area.

• New safety requirements for Level II labs
Action Item: Ayoob will send us videos about working in a building with Level II labs.

• Waste Disposal Bin instructions have not yet been received.

• Cold rooms and Common Areas have not been maintained and inspected resulting in the Faculty’s Animal Holding Room being shut down.
  o Question: do we need/want an Animal Holding Room at the Faculty?
- Require justification of the expense for the infrastructure
- Convenience of proximity to labs will not be a sufficient justification
- Scientific requirements such as time-sensitivity of samples or reagents, etc. would be valid factors for consideration.

**Action Item:** David Hanwell will forward a list of Basic Safety Requirements for an Animal Holding Room before any decision regarding a Faculty Animal Holding room is made.

- IBBME issued a Summer Safety Announcement to all users of their building as a reminder of basic building and lab safety procedures.

**Action Item:** Zarko will formulate a Summer Safety Announcement suited to the Pharmacy Building users.

**Next Meeting:** TBA