

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, June 11 2019 @ 1:00 PM, Room PB 1210

For Approval at Next JHSC Meeting

Present: Carolyn Cummins (M, Chair), Zarko Zlicic (W, Co-Chair), Irene Tang (M), Sam D'Alfonso (W), Donald Wong (W), Ruth Carew (W), Paul Grootendorst (M), David Dubins (M), Mark Austin (W), Jeff Henderson (M), Tiffany Cho (W)

Regrets: Andy Yang (W), Jack Uetrecht (M), Cecilia Sumi (W), Nina Marelli (W)

Absent: Ayooob Ghalami (E), Christine Allen (E), Stephane Angers (E), Geoff Shirliff-Hinds (E)

Chairperson for this meeting: Zarko Zlicic (W, Co-Chair)

W=Worker M=Management E=Ex officio

- 1. Approval of and business arising from minutes of March 5th, 2019**
 - a. Minutes were approved with one change [Heidi DeBond's name was misspelled] (Motion to approve the minutes by Carolyn, seconded by Zarko)

- 2. Uploading records**
 - a. Zarko has uploaded April and May's inspection reports to the EHS website.

- 3. New CUPE member**
 - a. Dennis Cheung was nominated as a representative and was not responsive to emails and has not attended any of the meetings. Decision is to keep him on the list but this does not need to be discussed any further.

- 4. Proper storage and disposal procedures**
 - a. Instructions and procedures were mentioned in the previous newsletter that came out shortly after the last meeting (March 5, 2019).
 - b. See notes in 8. *Clean-up party*

- 5. First aid requirements**
 - a. We have six people trained on the list that are in compliance. Kits have been ordered for floors 4 (behind Ruth), 6 (behind Donald), and 11 (back corridor); small kits present in the basement (B1).
 - b. Spill kit required in the chemical storage rooms in the penthouse; should have a trained person and assign them to it.

- c. Once we retrieve the kits, Zarko will remove the non-compliant first-aid kits on the 9th to 12th floors with a sign indicating who the first-aiders are and where to find the new compliant first-aid kits.
- d. Procurement of the naloxone kit, which is now in Jack's office, is not recommended nor is it prohibited by the university. Cannot publicize it but it will remain in the offices of responsible individuals. No action needed unless there is a change from the University's administration. There is a second kit in Jeff Henderson's office.
- e. Carolyn has looked into the Mikey's Fund, which is a defibrillator organization, to obtain a defibrillator. There is one at 256 McCaul St., Queen's Park subway station, and one near the mining building. The cost is roughly \$1500 per unit. If the department believes they need it, the department needs to purchase one. There is no clear list of AED locations in the university. Irene noted that Nursing had an AED that was stolen within the first 3 months of acquiring it.

ACTION: Zarko to post the list of currently trained first-aiders along with the new kits when they arrive.

ACTION: Zarko will make a note for Nina to schedule training to recertify Ruth Carew and Heidi DeBond as first-aiders, if they would be willing to undergo recertification due to Aug 2019 expiry date.

6. JHSC member at 256 McCaul

- a. Cecilia Sumi is no longer present at the site but we will need to contact Marie Rocci and inquire. We are still renting but no one is there, and if we do not have personnel there, would we still need a JHSC member from that site?
- b. Mark suggested that if no one is there, we do not necessarily need representation but if we still have space, it is recommended; possibility for another Health and Safety group to absorb those office spaces into their scope?

ACTION: Carolyn will contact Marie to inquire about Cecilia's current status.

ACTION: Zarko will contact Nina and get a confirmation on the status of the space and number of personnel at 256 McCaul.

ACTION: Zarko will also speak to Titi and Nina about finding a replacement.

7. Pharmaceutical Sciences newsletter articles – current and seasonal topics

- a. Carolyn sent out the last article and another one is due for the summer, which will be sent out after the meeting. Topics will include summer attire, proper PPE, and restrictions on the use of gloves outside of the lab.
- b. Will require a volunteer to update news regarding health and safety (250 word article/paragraph, 4 times a year, in bullet-point form notes).
- c. SOPs should be uploaded on the website as well.

ACTION: Carolyn will speak to Kate Richards about having a page on the website with Health and Safety FAQs and the SOPs.

ACTION: Carolyn will send Donald Wong the bulleted points from last time and they will be a placeholder for when they construct the website.

8. Clean-up party

- a. The company contracted to remove waste, such as old chemicals and solvents, is no longer available and we are currently shopping around for a new company.

ACTION: Zarko will continue to be in touch with Rob to find someone to handle waste management that EHS cannot dispose of, will update as more information comes in regarding a department-wide “clean-up party”.

9. Backup freezers

- a. Zarko spoke to Mike Folinas and Carolyn in regards to identifying the owners in removing their belongings. Left with unlabelled and unclaimed items. Stephane and Nina working on putting a stern warning to be more rigorous when enforcing the use of the backup freezers. Will police its use more frequently and it will be on Zarko’s radar.
- b. Zarko is speaking to Mike about getting another -80°C freezer; at the time of this meeting, David Hampson’s and Peter Wells’ freezer has gone down – ongoing issue with the electrical supply.

10. Building inspection groups

- a. Submit a report with the common floors and spaces for the building once a month. Zarko usually fills the gap in case no one is doing the inspection for the month. Speak to Zarko if there are any switches that want to be made. Ongoing as planned.

11. EHS - Biosafety permits and HECHMET

- a. Zarko spoke to Geoff Shirtliff-Hinds; Carolyn will speak to Stephane but perhaps Mike Folinas is the one to speak to.

ACTION: Carolyn will speak to Mike Folinas regarding HECHMET and set up training dates.

12. Safe autoclave operations

- a. Nina asked to review SOPs and update them on the EHS website when it comes to the safe operations of the autoclave and we are good with providing training and doing everything in accordance to the update. However, they want the name of the individual responsible for the autoclave next to it.
- b. We currently have autoclave training in our orientation session, but there is no certificate given out. The attendance form is signed and the documentation of training for the supervisor and the trainee must be signed and kept by the supervisor. PIs should have this signed form for all their personnel and Cynthia

will check for this when she does her inspections (must be kept for 3 years after members have left the lab).

ACTION: Zarko to post his contact info next to the autoclaves to satisfy requirement for responsible person.

13. UofT EHS update – Jeff Henderson

- a. Labs must go through and rigorously affix a workplace label on all chemical stocks that were purchased prior to 2015. The nature of the final label will be worked out and will be produced and provided by the university. Anything post-2015 is sufficient and will not require new labels.
- b. Proper WHMIS identification is required to satisfy what is mandated by the province.
- c. Mental health is very important and the university can assist in this by holding mental health seminars where some materials can be distributed to the representative units with some changes to crisis management.
- d. Most WHMIS courses are now online and we must be vigilant of changes every year; must stay up-to-date in that and notify EHS, if necessary.
- e. When working alone in the lab, the supervisor must approve of this.
- f. Yearly review of all incidents that occur at the school. We are not taking appropriate documentation of eyewash testing. Should place documentation on the wall next to the eyewash station.
- g. Strong acid/base containers can degrade over time (labs need to dispose of it appropriately or to contain them within a storage container to prevent leaks)

ACTION: Carolyn to send out template of eyewash calendars to be printed and placed in a sheet protector next to the eye wash stations to record dates of testing. Carolyn will send this out with the summer newsletter.

14. Minor item - passageways

- a. Nina asked Zarko for the definition of “egress” and what “juts” into the passageway and we can clarify this in the orientation sessions.
- b. It depends if there is a door, how many people are in the room, what people are doing in the room to present a potential for hazards, etc.; make sure the alcoves are also clear of any obstruction.
- c. For example, in the old X-ray developer room, there is a table that juts out into the egress. Both Sam and Wally were okay with that because there would only be 1-2 people in the room and the width of access is still sufficient.

15. Next meeting time dates (tentative)

- a. September 10th, 2019 @ 1:00PM
- b. December 3rd, 2019 @ 1:00PM
- c. March 10th, 2019 @ 1:00PM
- d. June 9th, 2019 @ 1:00PM

ACTION: Zarko will speak to Franco and pre-book all these rooms and finalize the dates.

Meeting adjourned at 2:00PM