

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, September 10 2019 @ 1:00 PM, Room PB 310

For Approval at Next JHSC Meeting

Present: Ruth Carew (W), Carolyn Cummins (M, Chair), Zarko Zlicic (W, Co-Chair), Sam D'Alfonso (W), Jeff Henderson (M), Tiffany Cho (W), David Dubins (M), Christine Harvey-Kane (M), Nina Marelli (W), Hanie Yousefi (W), Donald Wong (W)

Regrets: Irene Tang (M), Andy Yang (W), Jack Uetrecht (M), Ayoob Ghalami (E)

Absent: Lisa Dolovich (E), Stephane Angers (E), Geoff Shirtliff-Hinds (E), Paul Grootendorst (M), Mark Austin (W)

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 June 11th, 2019

- a. Minutes were approved without changes (motion to approve the minutes by Zarko Zlicic, seconded by Carolyn Cummins)

2. Uploading records

- a. Donald Wong has scanned the latest inspection reports and will be uploading them shortly.

3. JHSC member at 256 McCaul

- a. The McCaul building is scheduled for demolition and we have to speak to Tammy Taylor Deane and see if she can provide more clarification. In the interim, she would be a good addition to ensure representation.

ACTION: Zarko will invite Tammy to join the JHSC

4. Pharmaceutical Sciences newsletter articles – current and seasonal topics

- a. Carolyn Cummins has asked Kate Richards to have JHSC representation on the new website and UofT is moving to SharePoint so we can also host there in regards to having Health and Safety FAQs and SOPs.

5. Backup freezers

- a. No changes since June. Mike Folinas is aware that we feel it is important to have a second backup. For the time being, we have David Dubins' backup freezer (but only goes to -20°C). Mike Folinas is currently looking into getting another -80°C.

6. Safe autoclave operations

- a. Zarko Zlicic has put his name and contact information on the log sheets in each autoclave room so that students will contact him if there are any problems with autoclave operation.
- b. The contact information for the service contractors should be removed such that students will not call this number since there is a huge cost associated with this.

7. Minor item – passageways

- a. Zarko Zlicic and Nina Marelli spoke about the egress and the tight passageway in the X-ray developer room; Jamie Donaldson (Fire Prevention Officer) came over and the room was not deemed a concern. It is not hazardous and the occupancy is limited to 1 - 2 people. In the future, we can decide to redesign the room or move objects such that it does not become an issue in the future.

8. Introducing Christine (Tina) Harvey-Kane, our newest member on the JHSC and the Director of Facilities at LDFP

9. Improper disposal of hazardous waste incident (B1 125)

- a. An incident in the basement of PB occurred where volunteers were cleaning out the archive room and found boxes with unwanted items (curator's artifacts, donations, etc.) There were 13 vials of radioisotopes and 2 sharps that were identified. The radioactive vials date back to the 1970s to 1980s. These were considered non-hazardous items and, in the future, volunteers should have basic health and safety training.
- b. The volunteers started in September and were not aware of the hazards in the office. Susan Drodge is working with the two volunteers to go through appropriate training, and future volunteers will have the required lab training. Perhaps we should employ help from work-study students as well.
- c. We know the vials have no radioactivity and no immediate hazards, so if something is retired and no longer needed, the responsibility should not be on the PIs (the only thing that is the PI's responsibility is that the radioactive material is properly disposed of).

ACTION: Nina Marelli will contact Susan Drodge so that she is aware and will bring in EHS before the volunteers start working. Volunteers should take laboratory safety awareness.

10. First aid placement, list of first aiders, and defibrillators

- a. There are seven people on the list of qualified first aiders list. Heidi De Bond and Ruth Carew will be doing the recertification in November and will be updated by the end of the year. We need a backup for each station and the first aiders can be assigned to more locations.

- b. Kits should be inspected every quarter and inventory/supplies should be maintained/replenished; we also need water-proof bandages.
- c. Zarko has obtained the OSHA-compliant kits and once we have decided where to place them, we will put a work order in place and have them installed. We need 4 locations and we have 5 large kits (for 15 – 200 people). The existing kits are meant for 1 – 15 people. The coverage needs to be one kit for every 2 floors.
- d. We decided to put the kit designated for the 7/8th floors on the 8th floor corridor behind 850 and swap out the existing one (small kit).
- e. A small kit should be left with Michelle on the 1st floor (under the counter) so it is accessible after hours.
- f. Small kits (1 – 15 people) are located on: 1st floor (with Michelle), 11th floor (back corridor), 6th floor (behind Donald), 4th floor (behind Ruth), B1 (workshop).
- g. Large kits (15 – 200 people) are located on: 9th floor, 12th floor, and 8th floor (behind 850) with signs indicating who the first aiders are.
- h. No further update on the defibrillators since emergency services should all have one. Theft was discussed as a major concern. All campus police have a defibrillator in their cars, Queen's Park subway station has one, and we are close to the hospitals. The defibrillator issue was requested to be kept on the agenda as we should ask the faculty and staff in the building if they would like this implemented.

ACTION: Zarko will make the suggested placements for the small and large kits; will also contact Irene to inform her that we have the kits and provide the list of current first aiders.

11. HECHMET – VIM software implementation

- a. This is the initiative that the university is adopting and it will be the central chemical inventory system; our faculty is not in the first wave of users on this system and we need to comply with the system by relabelling chemicals under the HECHMET system.
- b. It is a central repository of chemicals and will indicate where they are in our building; the first-responders need to know the danger and location of these chemicals.
- c. Carolyn Cummins spoke to Mike Folinas to determine whether this could be started next summer. We could hire work-study students that are knowledgeable in chemical handling safety to start the labelling of older chemicals.
- d. The purpose of this system is to have better localization, awareness of chemical storage, date of receipt, and shelf life to minimize large reserves of chemicals. In this way, we will have less chemicals in our building and we can make it accessible for other labs to share. In the instance of a fire, the crew can have access to the lab and be made aware about what they have to deal with (e.g. flammables, location, quantities, volume, etc.)
- e. If we are the first group to be onboard with the new system, we can negotiate with UofT and build it into something more manageable or convenient for use in LDFP.

ACTION: Carolyn Cummins to discuss onboarding of selected labs (possibly Cummins and Dubins) to this system starting in the spring.

12. UofT EHS Lab Safety Committee meeting (June 26, 2019) summary

- a. Documentation was received and there is an update on the initiative they are undertaking.
- b. Update WHMIS 2015 – relabelling chemicals
 - i. Relabelling chemicals and a lot of units are coming online with this where they are 50-60% compliant.
- c. Update on the Chemical Inventory Software
- d. Working alone during off-working hours – for approval
- e. Laboratory safety and mental health – for discussion
 - i. At the meeting, discussions about working alone and mental health awareness were conducted and Zarko Zlicic has received the minutes from that meeting (which was distributed in the JHSC meeting to all members). A list of H&S courses and a list of accidents that have occurred was also circulated.
- f. New on-line training on compressed gas – for information
- g. For the eye wash stations, a template was sent out with the H&S calendar and can be laminated for frequent testing.

ACTION: Zarko will include the eye wash inspection checklist for our inspections and make it a formal check. A log should be maintained and give enough time to encourage compliance for all labs. Zarko will go around and do a sweep of the building to check for non-compliance.

13. Irene Tang Safety Poster (PPEs) posting around the building and labs

- a. Irene created a poster and a sample was handed out during the meeting. It will be posted around the building to inform students (especially summer students and undergraduate students that have less experience) about the proper PPE and potential hazards.

ACTION: Zarko will speak to Irene and get 10 posters to post around LDFP.

14. Faculty Council and bylaws

- a. Should JHSC representatives be going to faculty council meetings? It would occur once a term or once a year to allow us to inform the faculty with a broad overview of what's going on as it would be nice to communicate this outside of our meetings. Minutes do not need to be approved for them to be reported for council members.

15. Next meeting time dates (booked and confirmed)

- a. December 3rd, 2019 @ 1:00PM (PB 1210)
- b. March 10th, 2020 @ 1:00PM (PB 310)

c. June 9th, 2020 @ 1:00PM (PB 1210)

Meeting adjourned at 2:00PM