

Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Tuesday, December 03 2019 @ 1:00 PM, Room PB 1210

For Approval at Next JHSC Meeting

Present: Ruth Carew (W), Carolyn Cummins (M, Co-Chair), Zarko Zlicic (W, Co-Chair), Sam D'Alfonso (W), Jeff Henderson (M), Nina Marelli (W), Hanie Yousefi (W), Donald Wong (W), Christine (Tina) Harvey-Kane (M), Irene Tang (M), Tammy Taylor Deane (W), Paul Grootendorst (M), Geoff Shirliff-Hinds (E), Wen Zhu (E)

Regrets: Andy Yang (W), Jack Uetrecht (M), Tiffany Cho (W), David Dubins (M)

Absent: Lisa Dolovich (E), Stephane Angers (E), Mark Austin (W), Ayoob Ghalami (E)

Chairperson for this meeting: Carolyn Cummins (M, Chair)

W=Worker M=Management E=Ex officio

1. Approval of and business arising from minutes of September 10th, 2019

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

2. Introducing our newest members

- a. Carolyn introduced Hanie Yousefi as the CUPE unit representative.

3. Eyewash inspections

- a. Eyewash inspections need to be performed regularly by each lab. EHS only inspects the safety showers. Each lab should be flushing their eyewashes on a regular basis and recording the dates.
- b. Geoff from EHS offered to provide tags to facilitate eyewash inspections.

ACTION: Zarko will send the information update to people, laminate (to prevent getting wet) the inspection sheets and do biweekly enforcement for checkups.

ACTION: Carolyn will include the eyewash inspection calendar link updated for 2020 in the Health and Safety Corner of the PharmSci Research bulletin.

4. Cold rooms – ongoing issues with cardboard

- a. Zarko mentioned that extensive cleaning is being done but it is still an ongoing issue. The cleaning and decontamination of mould is time consuming, tedious and expensive.

- b. Instructions for the proper maintenance and use of the cold rooms has been prepared, posted on the cold room doors and sent to PIs. However, there are still issues with cardboard being placed in the cold room.
- c. Jeff suggested that all cardboard boxes can be replaced by cheap plastic bins.

ACTION: Zarko to add cold-room inspections to regular walkabouts to help with enforcement.

ACTION: Send another email to PIs to ask them to communicate to their students that no cardboard should be placed in the cold rooms. Plastic bins are to be used instead. Carolyn will include this in the Health and Safety Corner of the PharmSci Research Bulletin.

5. Unclaimed hazardous materials deliveries

- a. Zarko said Michelle received a package with a hazardous symbol and no addressee on it. When she called company, they refused to take the delivery back.
- b. Michelle called Zarko and it turned out to be hair gel chemicals which are not hazardous.
- c. Instructions for how to handle this situation are already in Michelle's SOPs should it happen again.

6. HECHMET -VIM software implementation (Carolyn)

- a. HECHMET is in the software implementation stage now. The purpose of HECHMET is to allow one to have a quick report of the chemical inventory of a room in a language that firefighters understand so that should a fire break out they are well informed as to safety of fighting the fire.
- b. The chemistry department has hired people to help with the implementation. While it is not yet mandatory, it may become mandatory.
- c. A concern was raised about the sheer numbers of chemicals that will need to be inputted and how this will be handled.
- d. Geoff explained that entering chemicals into HECHMET is a simple matter. Identifying each chemical is simply to read the label on materials and add it online.
- e. Wen mentioned that the system is linked to vendor databases so adding chemicals is not as onerous as it sounds and there are already 80,000 chemicals in the system mostly from chemistry.
- f. Carolyn suggested that we could consider hiring a work-study student (with chemistry background) and volunteered her lab to pilot it. Zarko suggested Dave Dubins' lab as another possibility. If it is a mandatory requirement, the Faculty / Research Office could help to pay for the work-study student's time to ensure compliance.

- g. As it is still optional, there is no deadline for implementation of HECHMET. In contrast there is an important WHMIS labeling issue that EHS needs all labs to deal with asap (see next item).

ACTION: Bring up the work-study student option to Research Office and the CAO's office as a mechanism to begin implementing HECHMET.

7. WHMIS labeling

- a. The University needs to become compliant with the new WHMIS labeling requirements ASAP. EHS has hired a person to help in this role. At the moment, the position is still vacant but the new person is starting in new year (Jan 2020).
- b. When the process of labeling starts, the individual PI will get a 2 month notice and be asked to call EHS compliance office when they are done with labeling. EHS will visit the lab and check if the labeling was done properly. If it is not complete or revisions needed, they will come visit again.
- c. Geoff suggested to keep labels in a central location and people can tear off what they need. All the instructions are available on EHS's website.
- d. It was suggested that a training session be held for Faculty – possibly at the next BMS meeting.
- e. Work-study student could also be used to become compliant. Recruitment for such a student could start in March for the summer term.

ACTION: Geoff will send 2-3 labeling rolls for WHMIS to Zarko to get the process started.

8. JHSC Member Training

- a. Irene notified us that we are in need of a JHSC worker member to be trained. The training takes a week to complete and occurs in in two parts. Part one takes 3 days (is located within Ontario) and part two takes 2 days (local). A one-day refresher is held once every 3 years.
- b. JHSC trained members are needed in case there is a work refusal or a critical injury. The member is part of the investigation.
- c. Nina volunteered to be JHSC trained.

ACTION: Irene will contact the union and set Nina up for the training.

9. First Aid Kits placement, list of first aiders

- a. First aid kits covering 200-1500 people are installed
- b. We have 7 trained first aiders. We could use more but want to be sure to spread out the training so they don't all expire in the same month/year. There are 4 training sessions next year (Feb, May, Aug, Nov)

- c. Required: 2 people for each kit. We need more first aiders.
- d. Ruth, Nina, Marvin, Zarko and Dave were all trained this year.
- e. Zarko explained that we have official and unofficial first aid kits.

- f. The committee can decide how to allocate the kits and the first aiders assigned to each kit as it depends on the building size. Distribution of people.
- g. First-aiders were assigned to the following 'official' kits:
 - i. Zarko, Basement
 - ii. Heidi and Ruth 4th floor
 - iii. Nina and Tara 6th floor
 - iv. Dave and Zarko 9th floor
 - v. Dave and Marvin 11th floor

10. UAlert, Fire Alarm Safety and Procedures – comments, suggestions

- a. Zarko discussed the recent fire alarm that went off in our building. He observed people on different floors that were not vacating the building while the alarm was going off.
- b. Tina also mentioned that she saw people were not leaving the floors or building's lobby. She and her coworkers had to verbally ask people to leave. The fire alarm was a real fire and people could be seriously injured if it were not brought under control.
- c. Carolyn was told by a student that one professor did not stop lecturing when the fire alarm went off. The person is not a faculty member from our building.

ACTION: This matter will be in next meeting's order of business to discuss

ADD THIS TO THE HEALTH AND SAFETY CORNER BULLETIN TOO

Meeting adjourned at 2:00PM