



**JOINT HEALTH & SAFETY COMMITTEE
MINUTES
April 17th, 2019
2:00 pm – 3:00 pm
Meeting Room 2178**

Present: Shannon Maki
Tanya Niederer
Oleksandr (Sasha) Grynko
Nikka Stoger
Mehran Masoom
Yuri Shepelytskyi

Recording Secretary: Shannon Maki

Absent: Robert Jackson
Oleksandr (Sasha) Bubon
Alanna Wade

- Approval of Agenda:** The meeting was called to order at 2:00 pm, chaired by Shannon Maki. Agenda was approved by the committee with no additional items for discussion.
- Review of Minutes and Action Items:**
Shannon did a review of the Minutes and following **ACTION** items from **March 13th** as well as **UPDATES (dated accordingly):** (throughout copy of minutes) – ***updates under each section**
- Review of First Aids:**
Munro St. – Staff member cut hand on a coil while doing an experiment – minor cut and only required a band-aid with no time-off required
TBRHSC – Staff member had a pre-existing cut to finger that required a band-aid – non-work related and no time-off required
- Review of Incident Reports:**
Munro St. – None to report
TBRHSC – None to report
- Review of Inspection Reports:**
MUNRO LOCATION:
 - **Clean Room – EXIT sign**
 - Not staying lit during test procedure – Shannon to follow up – Submit Maintenance Requisition – **DONE**
 - **Main Floor Lab Area**
 - It was noted that the glass break box is full and requires disposal – new boxes have been provided for the lab; the sharps container is also extremely full and will need to be disposed of – the committee inquired as to who is to be contacted to have the sharps container picked up – **requires follow-up – April 17/19 – Michael Campbell is in the process of removing**



Thunder Bay Regional
Health Research
Institute

Translational
Research Office
980 Oliver Road
Thunder Bay ON
P7B 6V4 Canada

Pre-Clinical
Research Office
290 Munro Street
Thunder Bay ON
P7A 7T1 Canada

Tel: (807) 684-7223
Fax: (807) 684-5892
www.tbrhri.ca

Items from the lab as the process continues for moving over to Lakehead University. The disposal is included in the process and will be completed

- **Cylinder Room in basement**
 - It was noted by Sasha Bubon that this room is occasionally being left locked or unlocked in which keys are required to be kept by a staff member on site – **requires follow-up – April 17/19 – Sasha to follow up with Sergey as a key should be available**
- **Basement Door #27**
 - Door is being left unlocked using a master key – should be swipe access only
- **Offices – 2323 and along the same hallway**
 - Ventilation units are producing excessive noise – **ACTION: Shannon to submit a Maintenance Requisition**

TBRHSC LOCATION:

- **3rd Floor office space (inside 3116)**
 - All areas good – temperature does seem to fluctuate to very cool at times; will continue to monitor – **April 17/19** – temperature continues to fluctuate throughout each day and can be very cool at times
- **3rd Floor Lab – All Areas**
 - PHYSICAL HAZARDS Section – walking surfaces – empty boxes and equipment in area and in front of Bench #2 – could pose a tripping hazard and should be removed
 - CHEMICAL HAZARDS Section – chemicals are not labeled and are being left in the hood of Bench #2 – staff should store properly and have labels on containers
 - SAFETY HAZARDS Section – emergency codes and sub-plans – this will be revised and updated in April/May
 - FIRE HAZARDS Section - the flammable cabinet list as well as all fire hazards list for the lab will require an update and be posted in the lab
- **1st Floor – room 1640B**
 - Temperature fluctuates to warmer at times – room 1645 extremely warm – Shannon to submit Maintenance Requisition – **DONE**
 - Office areas are not being cleaned properly – Tanya to follow up with Housekeeping/Contracted Services
- **2nd Floor – Room 2167** – Temperature still fluctuates to cooler at times - **ONGOING**
- **2nd Floor – Physics Lab Area** – Area inspected, all good - lots of equipment being used – eyewash is being inspected regularly



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Business Arising:

Workplace Inspections – the policy will be reviewed by the committee and feedback provided as per the new revised Monthly Inspection Forms

Meeting adjourned at 2:31 pm

Next meeting: May 15th, 2019

MONTHLY WORKPLACE INSPECTION REPORT

Date: April 16, 2019

Inspected By: Sasha Grynko, Sasha Bubon

Department (level/room #): **Munro St**

<i>PHYSICAL HAZARDS</i>	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards?	✓		
Are all areas efficiently lit and suitable for the purpose?	✓		
Are all areas well-ventilated?	✓		
Are ventilation units in good working condition/free of debris?	✓		
Are stairs and grab rails in good condition?	✓		
Are noise levels appropriate?		✓	
<i>CHEMICAL HAZARDS</i>	Y	N	N/A
Are all hazardous substances/chemicals properly labeled?	✓		
Do workers know where to find a Safety Data Sheet for a substance/chemical?	✓		
Is the appropriate PPE available when using a chemical?	✓		
Are all hazardous substances/chemicals stored appropriately?	✓		
Are eye wash stations/showers functioning properly as per policy?	✓		
Are workers respiratory fit-tested (if required)?			✓
Are compressed gas cylinders labeled, transported and stored appropriately?	✓		
<i>BIOLOGICAL HAZARDS</i>	Y	N	N/A
Are needles safety-engineered?	✓		
Are medical sharps properly disposed of?	✓		
Are medical sharps containers used and maintained properly?	✓		
Is waste disposed of in the proper containers?	✓		
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?	✓		
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?	✓		
<i>ERGONOMIC HAZARDS</i>	Y	N	N/A
Are heavy items stored appropriately?	✓		
Are lifting devices/wheeled equipment in good working order and inspected as required?	✓		
Are computer workstations appropriately laid out?	✓		
Are office chairs functioning properly?	✓		
Are desk and file drawers kept closed when not in use?	✓		
<i>SAFETY HAZARDS</i>	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			✓
Is leaning material secured?	✓		
Are electrical cords intact? Permanent extension cords are not used?	✓		
Is electrical equipment tagged by maintenance, as required?	✓		
Is all equipment inspected and maintained in good condition?	✓		
Are workers wearing appropriate PPE for the task?	✓		
Are workers wearing proper footwear?	✓		
Are emergency codes/sub plans available and understood by workers?			✓

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	✓		
Are any materials and/or equipment stored in front of fire hose/extinguisher cabinets?		✓	
Are fire exits/stairwells unobstructed?	✓		
Are fire extinguishers inspected monthly and free of damage?	✓		
Are appliances only used in designated kitchenettes (toasters, coffee makers, kettles, etc.)?	✓		
Are appliances in kitchenettes approved for this use?	✓		
Is equipment and stretchers in storage areas or placed on one side of the hallway?			✓
Is there a minimum of 18 inches of clearance from all sprinkler heads in ceilings?			✓
Is there no paper on the walls or excessive decorations (no more than 10% of the space)?	✓		
Are flammable materials stored appropriately? (eg: flammable cabinet)	✓		
Are all ceiling tiles intact?	✓		
OTHER	Y	N	N/A
Are monthly safety inspections completed and available?	✓		
Do workers know how to report a safety concern?	✓		
Do workers know how to report an incident/accident?	✓		
Is staff aware of where exit routes and pull stations are located?	✓		
Has staff reviewed the Code Red policy and related sub-plans in the last year?	✓		
Does staff know the location of the department sub plans?	✓		
Do workers know who their JOHSC representative is?	✓		
Are competency/training checklists up to date? (Reference document <i>SE-01</i>)	✓		
Are workers wearing appropriate name tags?	✓		

Important:

- Any identified hazards must be documented on the form below.
- A worker and/or Manager of the unit/dept can complete the monthly inspection.
- The inspection form must be provided to the unit/dept Manager.
- The Department Manager must review all hazards identified, determine risk level using the Risk Evaluation Matrix and determine corrective actions.
- The Department Manager must document the corrective action or plan of action on the form below.
- A copy of the completed inspection report must be retained in your unit binder.

MONTHLY WORKPLACE INSPECTION REPORT

Item & Location	Hazard(s) Observed	Risk Level	Repeat Item		Recommended Action By Whom / When	Person Responsible	Action Taken	Action Complete & Date
			Y	N				
Basement, Clean room. Exit sign	Does not stay lit during the test procedure	1	✓		Submit maintenance request			
Basement, Door #27	The door is unlocked with a key, although it is swipe-access only	4		✓	Submit maintenance request		A note is posted on the door to restrict use of a key	
Second floor, Office 2323 (and neighbouring)	Ventilation units produce excessive noise	2		✓	Submit maintenance request			

Corrective Action – Supervisor or Manager to complete. Must be identified and reported to Committee within 21 days as per the OHSA. Action taken should state: (1) Correction of hazard (or) (2) Decision pending for correction (or) (3) Corrective action identified and a plan in place.

(Note: If corrections will take longer than 21 days to complete, send a copy of this report to OH&S stating what is happening and then the original when actions are completed. Original report to be filed in Occupational Health and Safety Department; photocopy to inspected department)

WORKER SIGNATURE: _____ **DEPARTMENT MANAGER (print & sign):** _____



MONTHLY WORKPLACE INSPECTION REPORT

Date: April 16, 2019

Inspected By: Nikka M. Stoger

Department (level/room #): Level 1 – 1640B

PHYSICAL HAZARDS	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards?		X	
Are all areas efficiently lit and suitable for the purpose?	X		
Are all areas well-ventilated? <i>Some temp. fluctuation still!</i>	X		
Are ventilation units in good working condition/free of debris?	X		
Are stairs and grab rails in good condition?			X
Are noise levels appropriate?	X		
CHEMICAL HAZARDS	Y	N	N/A
Are all hazardous substances/chemicals properly labeled?			X
Do workers know where to find a Safety Data Sheet for a substance/chemical?			X
Is the appropriate PPE available when using a chemical?			X
Are all hazardous substances/chemicals stored appropriately?			X
Are eye wash stations/showers regularly inspected as per policy?			X
Are workers respiratory fit-tested (if required)?			X
Are compressed gas cylinders labeled, transported and stored appropriately?			X
BIOLOGICAL HAZARDS	Y	N	N/A
Are needles safety-engineered?			X
Are medical sharps properly disposed of?			X
Are medical sharps containers used and maintained properly?			X
Is waste disposed of in the proper containers?			X
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?			X
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?			X
ERGONOMIC HAZARDS	Y	N	N/A
Are heavy items stored appropriately?	X		
Are lifting devices/wheeled equipment in good working order and inspected as required?			X
Are computer workstations appropriately laid out?	X		
Are office chairs functioning properly?	X		
Are desk and file drawers kept closed when not in use?	X		
SAFETY HAZARDS	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			X
Is leaning material secured?			X
Are electrical cords intact? Permanent extension cords are not used?	X		
Is electrical equipment tagged by maintenance, as required?	X		
Is all equipment inspected and maintained in good condition?	X		
Are workers wearing appropriate PPE for the task?	X		
Are workers wearing proper footwear?	X		
Are emergency codes/sub plans available and understood by workers?	X		

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	X		
Are any materials and/or equipment stored in front of fire hose/extinguisher cabinets?		X	
Are fire exits/stairwells unobstructed?	X		
Are fire extinguishers inspected monthly and free of damage?	X		
Are appliances only used in designated kitchenettes (toasters, coffee makers, kettles, etc.)?	X		
Are appliances in kitchenettes approved for this use?			X
Is equipment and stretchers in storage areas or placed on one side of the hallway?			X
Is there a minimum of 18 inches of clearance from all sprinkler heads in ceilings?	X		
Is there no paper on the walls or excessive decorations (no more than 10% of the space)?	X		
Are flammable materials stored appropriately? (eg: flammable cabinet)	X		
Are all ceiling tiles intact?	X		
OTHER	Y	N	N/A
Are monthly safety inspections completed and available?	X		
Do workers know how to report a safety concern?	X		
Do workers know how to report an incident/accident?	X		
Is staff aware of where exit routes and pull stations are located?	X		
Has staff reviewed the Code Red policy and related sub-plans in the last year?	X		
Does staff know the location of the department sub plans?	X		
Do workers know who their JOHSC representative is?	X		
Are competency/training checklists up to date? (Reference document <i>SE-01</i>)	X		
Are workers wearing appropriate name tags?	X		

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MONTHLY WORKPLACE INSPECTION REPORT

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			Y	N				
Floor dirty in entire office area	N/A	9	x		Contact hskp to vacuum	JOHSC		

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MONTHLY WORKPLACE INSPECTION REPORT

Date: April 17, 2019

Inspected By:

Shannon & Mehran

Department (level/room #): 3rd Floor Lab & office areas

PHYSICAL HAZARDS	Y	N	N/A
Are all walking surfaces and/or work surfaces clean and free of hazards? Bench #2 – boxes, equipment on floor area		✓	
Are all areas efficiently lit and suitable for the purpose?	✓		
Are all areas well-ventilated?	✓		
Are ventilation units in good working condition/free of debris?	✓		
Are stairs and grab rails in good condition?			✓
Are noise levels appropriate?	✓		
CHEMICAL HAZARDS	Y	N	N/A
Are all hazardous substances/chemicals properly labeled? Bench #2 – chemicals in hood area not labeled		✓	
Do workers know where to find a Safety Data Sheet for a substance/chemical?	✓		
Is the appropriate PPE available when using a chemical?	✓		
Are all hazardous substances/chemicals stored appropriately? Bench #2 – chemicals in hood area		✓	
Are eye wash stations/showers functioning properly as per policy?	✓		
Are workers respiratory fit-tested (if required)?			✓
Are compressed gas cylinders labeled, transported and stored appropriately?	✓		
BIOLOGICAL HAZARDS	Y	N	N/A
Are needles safety-engineered?	✓		
Are medical sharps properly disposed of?	✓		
Are medical sharps containers used and maintained properly?	✓		
Is waste disposed of in the proper containers?	✓		
Are employees using the proper infection control PPE (e.g. gloves, gowns, N95 respirators)?	✓		
Are food, beverage and cosmetics stored appropriately, away from the likelihood of exposure?	✓		
ERGONOMIC HAZARDS	Y	N	N/A
Are heavy items stored appropriately?	✓		
Are lifting devices/wheeled equipment in good working order and inspected as required?	✓		
Are computer workstations appropriately laid out?	✓		
Are office chairs functioning properly?	✓		
Are desk and file drawers kept closed when not in use?	✓		
SAFETY HAZARDS	Y	N	N/A
Are ladders and/or scaffolds maintained in good condition?			✓
Is leaning material secured?			✓
Are electrical cords intact? Permanent extension cords are not used?	✓		
Is electrical equipment tagged by maintenance, as required?	✓		
Is all equipment inspected and maintained in good condition?	✓		
Are workers wearing appropriate PPE for the task?	✓		
Are workers wearing proper footwear?	✓		
Are emergency codes/sub plans available and understood by workers? Revisions in April/May	✓		

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	✓		
Are any materials and/or equipment stored in front of fire hose/extinguisher cabinets?		✓	
Are fire exits/stairwells unobstructed?	✓		
Are fire extinguishers inspected monthly and free of damage?	✓		
Are appliances only used in designated kitchenettes (toasters, coffee makers, kettles, etc.)?			✓
Are appliances in kitchenettes approved for this use?			✓
Is equipment and stretchers in storage areas or placed on one side of the hallway?			✓
Is there a minimum of 18 inches of clearance from all sprinkler heads in ceilings?	✓		
Is there no paper on the walls or excessive decorations (no more than 10% of the space)?	✓		
Are flammable materials stored appropriately? (eg: flammable cabinet)	✓		
Are all ceiling tiles intact?	✓		
OTHER		N	N/A
Are monthly safety inspections completed and available?	✓		
Do workers know how to report a safety concern?	✓		
Do workers know how to report an incident/accident?	✓		
Is staff aware of where exit routes and pull stations are located?	✓		
Has staff reviewed the Code Red policy and related sub-plans in the last year?	✓		
Does staff know the location of the department sub plans?	✓		
Do workers know who their JOHSC representative is?	✓		
Are competency/training checklists up to date? (Reference document <i>SE-01</i>)			✓
Are workers wearing appropriate name tags?	✓		

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			Y	N				
Fire extinguisher blocked, Services Hallway	Fire extinguisher blocked by boxes	6	X		Remove boxes and remind staff of importance of keeping materials away from fire extinguisher.	Manager	Yes	October 10, 2018
Equipment and boxes – Bench #2	Equipment and boxes cluttering the pathway of the area in front of Bench #2 – tripping hazard		X		Have the researcher remove all items from the floor and store accordingly	Shannon/Tanya	Yes	April 2019
Chemicals in Bench #2 hood area	Chemicals are not labeled and are left in the hood – unknown to other users			X	Remind lab staff to clearly label chemicals that are being stored in hood		No	April/May 2019

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