



JOINT HEALTH & SAFETY COMMITTEE

MINUTES

January 21st, 2019

2:00 pm – 3:00 pm

Meeting Room 2171

Present: Shannon Maki
Alanna Wade
Oleksandr Grynko
Nikka Stoger
Tanya Niederer
Robert Jackson
Mehran Masoom
Yuri Shepelytskyi

Recording Secretary: Shannon Maki

Absent: Oleksandr (Sasha) Bubon

1. **Approval of Agenda:** The meeting was called to order at 2:00 pm, chaired by Tanya Niederer. Agenda was approved by the committee with no additional items for discussion.
2. **Review of Minutes and Action Items:**
Tanya did a review of the Minutes and following **ACTION** items from **December 18th** as well as **UPDATES (dated accordingly)**: (throughout copy of minutes) – ***updates under each section**
3. **Review of First Aids:**
Munro St. – None to report
TBRHSC – None to report
4. **Review of Incident Reports:**
Munro St. – None to report
TBRHSC – None to report
5. **Review of Inspection Reports:**
MUNRO LOCATION:
 - **Clean Room – entrance to grey area – EXIT sign**
 - Not staying lit during test procedure – Shannon to follow up
 - **Clean Room – changing room – EXIT sign**
 - Not staying lit during test procedure – Shannon to follow up
 - **Microscopy Room** – Sump pump plug sticking out of wall creates a tripping hazard – Maintenance issue



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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 – **January 21/19** – temperature continues to fluctuate throughout each day and can be very cool at times

- **3rd Floor Lab – All Benches**
 - The valves that are at each bench contain both a side for VACUUM and a side for GAS which have handles that have been noted to move open easily when any object is placed against or a cord is tangled around; this could potentially cause gas to leak and at an unknown time, could be substantial – **ACTION: Shannon to investigate some type of cover/lock-out that could prevent the valves from being accidentally opened – January 21/19 - This will be included in the training for individuals ongoing as information purpose – Shannon will create small labels for each station with a reminder to keep cords etc; away from valves**

- **3rd Floor – Student offices**
 - The cords under all desks require some organizing and bundling to prevent tangling of feet and/or tripping – **ACTION: Shannon to complete - ongoing**
 - There is a computer that is continuously running located in the area that was taken by Chris Abraham – will require follow up – **January 21/19 – it is confirmed that Chris is still required to use the computer so will remain in the office**

- **3rd Floor Lab areas**
 - The fridges in the middle lab space area have been moved around to accommodate an additional fridge that was relocated – Tanya worked with electricians to keep fridges/freezers on a back-up system
 - The 'Class D' fire extinguisher that was mounted in the middle lab space was relocated into the main lab area once the fridges were being moved
 - It was noted that while working at a bench, one staff member noticed 'white powder' that had been left on the scale – this could be a hazard for anyone not knowing what the exact chemical is

- **1st Floor – room 1640B**
 - Temperature fluctuates to warmer at times – all good at this time
 - The main entrance door is continuing not to function after-hours – it is not opening after cards are swiped and then continues to stay open when it should automatically lock – **ACTION: Shannon to submit an additional Maintenance Requisition**

- **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

- Monthly Workplace Inspection Forms – There was a brief discussion regarding the use of the TBRHSC template for completing inspection reports for each area – Shannon circulated the form to the group and it was noted that each area would be using the new format once transferred to TBRHRI logo

Meeting adjourned at 2:30 pm

Next meeting: February 13th, 2019



WORKPLACE INSPECTION FORM

Inspection Location: <i>TBRHRI – Munro St.</i>		Date of Inspection: January 2019		Time of Inspection:		Inspected by: Sasha Grynko, Sasha Bubon	
Item and Location	Hazard(s) Observed	Hazard Class	Repeat Item?	Recommendation and Action Taken	Responsibility	Completion Date	
Clean room, entrance to a Grey area A. Exit sign	- Exit sign does not stay lit during test procedure	C	no				
Changing room of a Clean room. Exit sign	- Exit sign does not stay lit during test procedure	C	yes				
Microscopy room	- Sump pump plug sticks out a lot from the wall and creates a hazard of tripping on it or accidentally unplugging the sump pump	B	yes	Replacing existing sump pump relay with a 90 degree one will solve the problem			

Class A - Any condition/practice with potential for permanent disability, loss of life, loss of body part, and/or extensive loss of structure or equipment/material in excess of \$5,000.00.

Class B - Any condition or practice with potential for serious injury/illness or disruptive property damage (\$50.00 to \$5,000.00), but less severe than a Class A rating.

Class C - Any condition or practice with potential for non-disabling injury/illness or non-disruptive property damage (under \$50.00).

WORKPLACE INSPECTION FORM

Inspection Location: TBRHRI – Oliver Road		Date of Inspection: January 21/19	Time of Inspection: 1:00 pm			Inspected by: Shannon Maki	
Item and Location	Hazard(s) Observed	Hazard Class	Repeat Item?	Recommendation and Action Taken	Lead	Completion Date	
3 rd Floor office area – inside 3116	<ul style="list-style-type: none"> - All areas inspected, all good at this time - Temperature fluctuates very frequently and can be cooler at times 	C	YES	<ul style="list-style-type: none"> - Shannon and Carmen to monitor the daily temperature and submit a request to have it adjusted if needed - – it becomes extremely cold in the later afternoon each day 	Shannon/ Carmen	<ul style="list-style-type: none"> - ONGOING 	
3 rd Floor Lab – all benches	<ul style="list-style-type: none"> - The valves that are at each bench contain a side for VACUUM and a side for GAS and can easily be opened with the slightest move of an object or even a cord wrapped around it 	A	YES	<ul style="list-style-type: none"> - If the valve accidentally opened it could possibly remain open until someone notices which at that point there could be a substantial amount of gas leaking - Shannon to inspect further to see what options would work best 	Shannon	<ul style="list-style-type: none"> - No further investigation – a small sign will be placed at each station, warning users to ensure the valves are closed after use and it will remain as part of the standard training for lab users 	
3 rd Floor Lab – Student offices	<ul style="list-style-type: none"> - The areas under each desk space require cord maintenance and bundling as this can be a potential tripping hazard - There is a desk with a computer that is running continuously 			<ul style="list-style-type: none"> - The cords need to be organized and bundled to prevent tripping and tangling - Need to follow up with Chris Abraham 	Shannon Shannon	<ul style="list-style-type: none"> - ONGOING - Chris has confirmed he is continuing to use this computer 	



WORKPLACE INSPECTION FORM

3 rd Floor Lab – Various areas	<ul style="list-style-type: none"> - Various fridges/freezers have been moved around - The 'Class D' fire extinguisher has been relocated to make room for the one of the re-located fridges 					
2 nd Floor - room 2167	<ul style="list-style-type: none"> - All good – temperature still fluctuates to cooler at times 			<ul style="list-style-type: none"> - Quite cooler – monitor 	Shannon	<ul style="list-style-type: none"> - Extremely cool at times; normalized today
1 st Floor – room 1640B	<ul style="list-style-type: none"> - Temperature fluctuates to warmer at times but is regular today - The entrance to 1640B is continuing to not function properly after-hours when using the swipe access 			<ul style="list-style-type: none"> - Warmer – monitor - The door is continuing to not open upon swiping and then opens and continues to stay open even though it should blink 'red' – the door can be pushed open 	Shannon	<ul style="list-style-type: none"> - ONGOING - Shannon follow up
2 nd Floor – Physics Lab area	<ul style="list-style-type: none"> - Area inspected, all clear 			<ul style="list-style-type: none"> - Lots of equipment in room - Eyewash continues to be inspected regularly 	Shannon	

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