



## JOINT HEALTH & SAFETY COMMITTEE

### MINUTES

December 18<sup>th</sup>, 2018

1:00 pm – 2:00 pm

Meeting Room 2171

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<b>Present:</b>	Shannon Maki Alanna Wade Oleksandr Grynko Nikka Stoger Tanya Niederer Oleksandr (Sasha) Bubon	<b>Recording Secretary:</b>	Shannon Maki
		<b>Absent:</b>	Robert Jackson Mehran Masoom

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- Approval of Agenda:** The meeting was called to order at 1:00 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 **November 13<sup>th</sup>** as well as **UPDATES (dated accordingly)**: (throughout copy of minutes) – **\*updates under each section**
- Review of First Aids:**  
**Munro St.** – None to report  
**TBRHSC** – Individual used a band-aid on a wound that was not work related. No lost time recorded.
- Review of Incident Reports:**  
**Munro St.** – None to report  
**TBRHSC** – None to report
- Review of Inspection Reports:**  
**MUNRO LOCATION:**
  - Algoma St. Entrance Door**
    - The wheelchair accessible feature is not functioning upon button activation – **ACTION: Tanya to follow up**
  - Munro St. Main Doors**
    - The doors are not automatically locking at 5:00 pm – ACTION: Tanya to follow up and confirm what the normal hours are for locking the building
  - Basement back door #27 next to the Building Services Room 0300A (BS 014)**
    - This door is a fire door and is badge swipe access – not locking at all times and has a missing door stop – **ACTION: Shannon to submit a Maintenance Requisition to have the locking mechanism adjusted (have to send map to Maintenance)**



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- **Entrance to Clean Room** - the EXIT sign is not remaining lit during test procedures – **ACTION: Shannon to submit a Maintenance Requisition – DONE – follow-up required**
- **Main floor student area – windows** - on cooler days the windows become icy inside and the water melts and pools on the window ledge – there is also a slight draft in windows – This has been an ongoing issue each winter season – best solution is to place rolled towels along the window ledge to capture any water

#### **TBRHSC LOCATION:**

- **3<sup>rd</sup> Floor office space (inside 3116)**
  - All areas good – temperature does seem to fluctuate to very cool at times; will continue to monitor – **December 18/18** – temperature continues to fluctuate throughout each day and can be very cool at times
- **3<sup>rd</sup> 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 – ONGOING- discussed with the group (December 18/18) to find a practical solution and it was noted that signage would be beneficial to identify 'Gas Shut-off' if required– will continue to investigate**
- **3<sup>rd</sup> 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**
  - There is a computer that is continuously running located in the area that was taken by Chris Abraham – will require follow up
- **1<sup>st</sup> 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**



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- **2<sup>nd</sup> Floor – Room 2167** – Temperature still fluctuates to cooler at times - **ONGOING**
- **2<sup>nd</sup> Floor – Physics Lab Area** – Area inspected, all good - lots of equipment being used – eyewash is being inspected regularly

#### **Business Arising**

- Policy Review – ‘Violence in the Workplace’ – this policy was circulated on December 4<sup>th</sup> to the JHSC group for review and feedback to Tanya and was discussed further today.

**Meeting adjourned at 1:45 pm**

**Next meeting: January 16<sup>th</sup>, 2019**

# WORKPLACE INSPECTION FORM

Inspection Location: <i>TBRHRI – Munro St.</i>		Date of Inspection: December 2018	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
Student area, windows	- On cold days, some windows are covered with ice from the inside and are leaking. There is also an air draft. (see photos on the next page)	<b>B</b>	no	Seal windows		
Basement back door #27 next to the Building Services room 0300A (BS 014). Fire door	- Door is not locking occasionally (has a badge lock)	<b>B/C</b>	no	Get maintenance to adjust the locking mechanism		
Basement back door near the Building Services room 0300A (BS 014). Fire door	- Door is not locking at all times (does not have a badge lock) - Door stop is missing	<b>C</b>	yes	Get maintenance to adjust the locking mechanism		
Algoma St entrance door	- Wheelchair accessible feature is not functioning upon activation by a button. Door has a badge lock.	<b>C</b>	yes			
Changing room of a Clean room, Exit sign	- Exit sign does not stay lit during test procedure	<b>C</b>	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>B</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





# WORKPLACE INSPECTION FORM

<b>Inspection Location:</b> <b>TBRHRI – Oliver Road</b>		<b>Date of Inspection:</b> December 18/18	<b>Time of Inspection:</b> 12:00 pm			<b>Inspected by:</b> Shannon Maki	
Item and Location	Hazard(s) Observed	Hazard Class	Repeat Item?	Recommendation and Action Taken	Lead	Completion Date	
3 <sup>rd</sup> Floor office area – inside 3116	<ul style="list-style-type: none"> <li>- All areas inspected, all good at this time</li> <li>- Temperature fluctuates very frequently and can be cooler at times</li> </ul>	<b>C</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>- Shannon and Carmen to monitor the daily temperature and submit a request to have it adjusted if needed - – <b>it becomes extremely cold in the later afternoon each day</b></li> </ul>	Shannon/ Carmen	- <b>ONGOING</b>	
3 <sup>rd</sup> Floor Lab – <b>all benches</b>	<ul style="list-style-type: none"> <li>- 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</li> </ul>	<b>A</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>- 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 - <b>Shannon to inspect further to see what options would work best</b></li> </ul>	Shannon	- <b>ONGOING</b>	
3 <sup>rd</sup> Floor Lab – Student offices	<ul style="list-style-type: none"> <li>- The areas under each desk space require cord maintenance and bundling as this can be a potential tripping hazard</li> <li>- There is a desk with a computer that is running continuously</li> </ul>			<ul style="list-style-type: none"> <li>- The cords need to be organized and bundled to prevent tripping and tangling</li> <li>- Need to follow up with Chris Abraham</li> </ul>	Shannon  Shannon	- January 2019	



# WORKPLACE INSPECTION FORM

2 <sup>nd</sup> Floor - room 2167	<ul style="list-style-type: none"> <li>- All good – temperature still fluctuates to cooler at times</li> </ul>			<ul style="list-style-type: none"> <li>- Quite cooler – monitor</li> </ul>	Shannon	<ul style="list-style-type: none"> <li>- Extremely cool at times; normalized today</li> </ul>
1 <sup>st</sup> Floor – room 1640B	<ul style="list-style-type: none"> <li>- Temperature fluctuates to warmer at times but is regular today</li> <li>- The entrance to 1640B is continuing to not function properly after-hours when using the swipe access</li> </ul>			<ul style="list-style-type: none"> <li>- Warmer – monitor</li> <li>- 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</li> </ul>	Shannon	<ul style="list-style-type: none"> <li>- <b>ONGOING</b></li> <li>- <b>Shannon follow up</b></li> </ul>
2 <sup>nd</sup> Floor – Physics Lab area	<ul style="list-style-type: none"> <li>- Area inspected, all clear</li> </ul>			<ul style="list-style-type: none"> <li>- Lots of equipment in room</li> <li>- Eyewash continues to be inspected regularly</li> </ul>	Shannon	

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