



**JOINT HEALTH & SAFETY COMMITTEE
MINUTES
February 13th, 2019
2:00 pm – 3:00 pm
Meeting Room 2171**

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

1. **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.
2. **Review of Minutes and Action Items:**
Tanya did a review of the Minutes and following **ACTION** items from **January 21st** 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 – Incident Report – reviewed by Tanya – adult mental health patient entered into 1640B and locked herself in the area – was persistent to call police and appeared quite agitated – upon resolution and protocols taken, the debrief included calling Security in a more timely manner - the doors have now been permanently locked and swipe access is now required at all times for entry
5. **Review of Inspection Reports:**
MUNRO LOCATION:
 - **Clean Room – EXIT sign**
 - Not staying lit during test procedure – Shannon to follow up
 - **Basement door #27 – Fire Door**
 - The door is swipe-access only but remains unlocked at all times due to the master key being used by someone – this door is required to remain locked – Shannon to submit Maintenance Requisition



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- **Basement Grey Area – Eyewash/Shower**

- The water is flowing rust-colored for the first several minutes when tap is turned on – this unit was locked out and will be replaced with a portable eyewash station – **Shannon/Tanya**

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 – **February 13/19** – temperature continues to fluctuate throughout each day and can be very cool at times

- **3rd Floor Lab – All Areas**

- PHYSICAL HAZARDS Section – working surfaces – it was noted that all benches in the lab should be inspected by lab users and the counters and equipment wiped clean after each use especially when chemicals are present and/or spilled
- CHEMICAL HAZARDS Section – hazardous substances/chemical storage – it was noted that on Bench #6 there was a plastic syringe sitting upright with no cap (contained PBS – label) – notified the appropriate group and it was removed; Cylinder labeling, transporting and storage – there was a thin small green O2 tank under the counter that was given to Praxair
- BIOLOGICAL HAZARDS – Proper PPE being worn – group has requested face masks to be available in the lab for preferred use
- There was a leak from the last sink area due to corroded pipes which made its way to the floor below - has since been repaired and is being reviewed to determine if there should be adjustments to the plumbing for pouring down the drains

- **1st Floor – room 1640B**

- Temperature fluctuates to warmer at times – all good at this time
- INCIDENT REPORT - The main entrance door is now locked at all times and is swipe-access only going forward
- There is a light burnt out near main entrance – **ACTION: Shannon to submit a 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 :

Meeting adjourned at 2:50 pm

Next meeting: March 13th, 2019

MONTHLY WORKPLACE INSPECTION REPORT

Date: 12 February 2019

Inspected By: Sasha Bubon, Sasha Grynko

Department (level/room #): Munro St

PHYSICAL HAZARDS	Y	N	N/A
Are all walking surfaces and 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?	✓		
CHEMICAL HAZARDS	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 regularly inspected 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 in areas where there is reasonable 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?			✓

MONTHLY WORKPLACE INSPECTION REPORT

FIRE HAZARDS	Y	N	N/A
Are there any materials or equipment stored within one meter of electrical panels?		✓	
Are there any materials 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)?	✓		
Is there excessive storage of flammable materials (e.g. hand sanitizer)?		✓	
Are there any ceiling tiles missing?		✓	
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 door #27. Fire door.	The door is unlocked at all times, although it is swipe-access only	3	✓		Lock the door with a key			
Basement, Grey area. Eyewash station and shower	Upon activation, rust water flows for the first few minutes	4		✓	Check water pipes			
Basement, Clean room. Exit signs	Do not stay lit during the test procedure	1	✓		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: February 13, 2019

Inspected By: Shannon Maki & Mehran Masoom

Department (level/room #): 3rd floor offices and 3rd floor lab space

PHYSICAL HAZARDS	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?	✓		
CHEMICAL HAZARDS	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 regularly inspected 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?	✓		

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:

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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				
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
All benches	Chemicals, debris found on equipment, bench counters		X		All counters, equipment should be cleaned/wiped after each use	Lab Users	Yes	February 13, 2019
Bench #6	Plastic syringe found uncapped with PBS label			X	Chemicals need to be stored appropriately	Lab Users	Yes	February 13, 2019

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



MONTHLY WORKPLACE INSPECTION REPORT

Date: February 11, 2019

Inspected By: Nikka M. Stoger

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

PHYSICAL HAZARDS	V	N	N/A
Are all walking surfaces and work surfaces clean and free of hazards?	X		
Are all areas efficiently lit and suitable for the purpose?		X	
Are all areas well-ventilated?		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	V	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	V	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 in areas where there is reasonable likelihood of exposure?		X	
ERGONOMIC HAZARDS	V	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	V	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	V	N	N/A
Are there any materials or equipment stored within one meter of electrical panels?		X	
Are there any materials 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		
Is there excessive storage of flammable materials (e.g. hand sanitizer)?		X	
Are there any ceiling tiles missing?			
OTHER	V	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 SE-01)	X		
Are workers wearing appropriate name tags?	X		

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Item & Location	Hazard(s) Observed	Risk Level	Repeat Item		Recommended Action By Whom / When	Person Responsible	Action Taken	Action Complete & Date
			V	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
Fluorescent light burnt out near main door	MINOR visual impairment	9		X	Replacement of bulb by maintenance when possible			
Air fluctuating to warmer at times	Mild discomfort	9	X		Submit maintenance request to investigate/mitigate fluctuations			

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WORKER SIGNATURE:  DEPARTMENT MANAGER (print & sign): Mitchell S. Albert, PhD

