



Thunder Bay Regional
Health Research
Institute

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JOINT HEALTH & SAFETY COMMITTEE
MINUTES
February 19th, 2020
2:00 pm
Meeting Room 2178

Present: Shannon Maki
Tanya Niederer
Oleksandr (Sasha) Grynko
Imran Malik
Martina Agostino
Guillem Dayer
Wenjie Liu
Yurii Shepelytskyi

Recording Secretary: Shannon Maki

Absent: Jonas Olsen
Oleksandr (Sasha) Bubon

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 the addition of the review of the Biosafety Committee Meeting minutes.
2. **Review of Minutes and Action Items:**
Shannon did a review of the Minutes and following **ACTION** items from **January 30th** 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:

- **None to report**



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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 – **February 19th, 2020** – temperature continues to fluctuate throughout each day and can be very cool at times
- **3rd Floor Lab – All Areas**
 - BIOLOGICAL HAZARDS –New biohazard/sharps disposal containers will be replaced in all areas that are requiring new
- **1st Floor – room 1640B**
 - The air is extremely dry – **ACTION: Shannon to submit a Maintenance Requisition to have humidity levels checked**
- **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

Business Arising:

- **Policy Review** – Workplace Cleanliness – Shannon to circulate the policy to the group for further feedback
- Tanya did a review of the attached Biosafety Committee Meeting minutes from the meeting of February 14th – these are also to be included in EMC meeting packages along with JHSC meeting information
- Imran to complete the Radiation License Annual Compliance Report for TBRHRI

Meeting adjourned at 2:30 pm

Next meeting: March 19th, 2020

MONTHLY WORKPLACE INSPECTION REPORT

Date: February 19, 2020

Inspected By: Sasha Grynko

Department (level/room #): Munro St

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 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?			✓

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 the fire hose/extinguisher cabinets unobstructed by materials and/or equipment?	✓		
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				

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)



MONTHLY WORKPLACE INSPECTION REPORT

Date: February 18th, 2020

Inspected By: Shannon Maki

Department (level/room #): 3rd floor areas, lab

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 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?	✓		

New disposed containers

~ Binder

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 the fire hose/extinguisher cabinets unobstructed by materials and/or equipment?	✓		
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? ~ binder	✓		
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 SE-01) →			✓
Are workers wearing appropriate name tags?	✓		

Important:

- Any identified hazards must be documented on the form below.
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- The Department Manager must review all hazards identified, determine risk level using the Risk Evaluation Matrix and determine corrective actions.
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- A copy of the completed inspection report must be retained in your unit binder.



MONTHLY WORKPLACE INSPECTION REPORT

[illegible]

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 19, 2020

Inspected By: Martina

Department (level/room #): 1640B

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 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?	✓		

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FIRE HAZARDS	Y	N	N/A
Are all materials and/or equipment stored away from electrical panels? (eg: 1m or greater)	✓		
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Are fire extinguishers inspected monthly and free of damage?	✓		
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Are appliances in kitchenettes approved for this use?			✓
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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?	✓		

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WORKER SIGNATURE: Martina Agostino DEPARTMENT MANAGER (print & sign): _____



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**Biosafety Committee Meeting
February 14, 2020, 10:30 AM
Research Meeting Room**

Minutes

Present: Guillem Dayer, Roxanne Deslauriers, Jinqiang Hou, Imran Malik, Tanya Niederer

Absent: Ingeborg Zehbe

Notes/Minutes:

- The committee reviewed the Biosafety Committee Terms of Reference, specific to membership:
 - Michael Campbell has resigned.
 - Tanya Niederer agreed to be the committee secretary.
 - Jinqiang Hou and Imran Malik will be standing members.
 - The committee agreed to meeting every 6 months or as required, rather than every 4 months.
 - The Biosafety Committee Terms of Reference have been updated to reflect the changes.
- The committee held a discussion about the TBRHRI Project Application Form:
 - A change was made to the form based on feedback received from Lakehead University.
 - The form has been updated to include "Project Title".
- The committee held a discussion about the newly approved Public Health Agency of Canada Plan for Administrative Oversight:
 - The plan was first submitted on February 29, 2016.
 - The plan was returned January 27, 2017, noting that the plan was "missing the majority of the required elements and, as such, is rated as Major Non-Compliant."
 - The plan was revised and re-submitted on August 18, 2017.
 - The plan was returned July 6, 2018, noting that the plan was "minor non-compliant".
 - The plan was revised and re-submitted on September 17, 2018.
 - The plan was returned on January 28, 2020, noting that the plan had "no deficiencies and, as such, rated as Compliant".



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- It was noted that the current Plan is now outdated in several areas. Changes to be made for the next application have been noted and will be kept on file with Tanya.
- A discussion was held re training of new staff in respect to the Plan For Administrative Oversight. It was decided that all new staff/students working in the Level 2 Biohazardous Lab will receive a copy of the plan to read and sign off at their general health & safety orientation with Tanya.

These minutes have been sent to the TBRHRI Joint Health & Safety Committee to be included in next scheduled meeting.