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| Name of Committee | Health Sciences Local Safety Committee | | | Meeting Date | June 17, 2014 | | |
| Worksite Mailing Address & Postal Code | Rm 5D30, Health Sciences Building 107 Wiggins Road Saskatoon, SK. | | | | | | |
| Members | Dept | Yes | No | Members | Occupation | Yes | No |
| Curtis Larson, Chair | CHSDO & Chair | x | | Gregg Parchomchuk | CoM Pediatrics/SHR | | x |
| Jennifer Beck | CoM ObGyn & Path | | x | Helen Pocha | CHSDO/CLRC | x | |
| Mark Boyd | CHSDO/Research Labs | x | | Christine Ruys | CoPN/Admin Office Rep | x | |
| Cindy Elchuk | CH&E | x | | Angela Seto | CHSDO/Research Labs | x | |
| Debbie Frattinger | Safety Resources | x | | Brad Steeves | CHSDO/OHC Rep | x | |
| George Katselis | CCHSA | | x | James Talbot | CoM BMSC/Student Labs | x | |
| Vicki Keeler | CHSDO/Research Labs | x | | Kristie Tempel-Briske | CHSDO/Admin-Office | | x |
| Kevin Kobialka | CoM Family Medicine/WWPHC | x | | Kerri Walker | CHSDO/LASU | | x |
| Peggy Nelles | CHSDO/HSSC | x | | Dean Yurkowski | Safety Resources | x | |
| Heather Neufeld | CHSDO/Research Labs | | x | Darrell Shipley | FMD | x | |
| Item No. | Problem or Concern Give full explanation and details Divide old/new concerns | Action Taken or Proposed | | | Person responsible for action | Target Date | |
| 1. | Meeting called to order | Curtis called the meeting to order. Curt welcomed Brian Bjorndal, Director of Safety Resources to the meeting. | | | | | |
| 2. | Approval of Agenda | Approved by consensus | | | | | |
| 3. | Errors/Omissions & Approval for previous Minutes | Minutes of March 18, 2014 were approved. | | | | | |
| 4. | Business Arising from minutes of last meeting | | | | | | |
| | Lab Inspections to be completed after D Wing move | - Curt reported that the building inspections have not been completed yet. The lab inspections were completed at an earlier date. Curt will try to have the rest of the inspections completed by the next meeting in September. | | | Curt/Debbie | ongoing | |

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| | Signage for E Wing and Arts Entrance and D wing stairwells/Crosswalks around HLTH Sc. | - The signage for E Wing has started installation in offices and other directional signage areas. Curt hopes it will be completed by fall. Crosswalks are now painted on the streets by the Arts building. There are still some concrete and asphalt work to do to make it an actual crossing but Curt noted that it is making good progress. Curt met with safety resources, protective services and grounds about six weeks ago to discuss issues related to crosswalks. It was noted that signage should also be installed at the crosswalk. Curt will ask grounds about adding signage. Ongoing work will include the curb by arts to be cut and more pavement added so it is wheelchair accessible. | Brad, Curt, Dean | ongoing |
| | Ongoing building renovations update | - Brad reported that the tender for the B Wing is complete, but has not been awarded yet because it is waiting on approval from the Government of Saskatchewan. There has been a change in advanced education ministers so he suspects that this is where it is being held up. An extension for the successful contractor was granted for one month. There will be major impacts on the building occupants and Brad will be presenting to building occupants about those impacts. The contractor feels it will take 32 months to complete this construction. The B3, B6, B10 and B111 lecture theatres have already been shut down. Brad will continue to provide updates at future meetings. | Brad | ongoing |
| | U of S employee working in SHR suffering allergies from carpet in office | - Curt contacted SHR's health and safety person but has not heard back from them. He will follow up again. | Curt | ongoing |
| | SHR not cleaning physicians washroom | - Deferred to next meeting since Jennifer is not present at the meeting today. | Curt/Jennifer | Report back at next meeting if anything changes |
| | Emergency Response Plan | - Curt reported that the emergency response plan is completed. He is just working on getting the teams together and then he will schedule a meeting with them. He will follow up with volunteers to confirm names this week. It was suggested to review the evacuation plans in advance of the scheduled fire drill in September. | Curt | ongoing |
| 5. | New Business | - Debbie reported 8 incidents since the last meeting. 4 were needle pokes related | Debbie | |

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| | | to a surgical procedure, a person injected him or herself, biological substance accidentally entered the eye of a person in the lab, lab equipment malfunction and a broken thermometer. All incidents were all taken care of. Debbie noted that they are keeping a tally on the needle pokes since there are so many. | | |
| | | - Curt would like feedback from the committee regarding phones being installed in grad offices. The grad students feel it is a safety concern not having a phone line because there is no cell signal in the middle of the building. Curt stated that not every room has the capability for VOIP phones in some of the old parts of the building. It was suggested that grad students be informed of the limitations of cell phones and where land lines are located or where to go for cell coverage if they need to get a hold of someone. They also need to be made aware of the working alone policy. | Curt | |
| | | - AEDs for Health Sciences Brad stated that this issue has come up many times and there has been a lot of publicity on having AEDs accessible in buildings. Because the CLRC has more than 500 people of various ages and health statuses, Brad thought it would be prudent to have an AED in that location and also one installed in the B/D Wing. Brian reported that the heart safe program through MD ambulance is the lead on AEDs. He noted that there are a few AEDs on campus but is not fully equipped with them. The cost is a couple of thousand dollars. Brian has contact information and some information on different models. Brad and Curt will pursue this process with safety resources. Brian stated that MD ambulance is happy to come and assess the building to show where the best locations for install are. | Brad, Curt | |
| 6. | Incidents/Investigations/ Concerns | - Vicki reported an incident in April regarding a caretaker that had mistakenly picked up some radioactive waste assuming it was regular garbage. The caretaker's impression was that anything in a black garbage bag is garbage and anything in a yellow bag is hazardous. Vicki noted that in labs, it is common practice to align a box with a black garbage bag for waste. Debbie | Vicki, Darrell, Debbie | |

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| | | <p>noted that this is a procedural issue and that all bags need to be properly labeled. She also asked Darrell to review the signage with the caretaker so he/she is aware. Building service technicians and custodial staff were recently trained on the access of laboratories and waste removal. Since this training happened after this incident, it was suggested to monitor the situation to see if it happens again. Angela noted that a black garbage bag outside of GD10 that was labeled as hazardous was also picked up last Wednesday or Thursday. Darrell will ask his staff to see if anyone picked up the garbage bag. Darrell asked for a copy of the labels for his custodial staff meeting to remind staff what they look like. Debbie offered attend Darrell's staff meeting as a resource.</p> | | |
| | | <p>Shower testing kits have been distributed to labs.</p> | JT | |
| | | <p>Debbie reported that PHAC came through on June 4th in the D Wing. The inspection report came back with minor non-compliances. There was wood in a level 2 lab which has been removed, students were observed wearing lab coats outside of the containment zone. Debbie said that this is an ongoing issue and that she hopes to have meetings with cluster members in the fall and present them with a safety manual to reemphasize the importance of following the policies and procedures. It was also noted that employees working with biosafety cabinets are not following proper procedures. Since this is a common problem on campus, Andrea is revamping the biosafety cabinet training and will contact lab managers to set up a time to retrain users.</p> | Debbie | |
| | | <p>Debbie stated people are still using the emergency exit door in A Wing continuously even though there is a large "do not use" sign. Curt noted that although there is an alarm, it tends to be a joke to the students to set it off. The alarm was removed because it was going off all of the time. It was noted that this will be an ongoing issue until the sidewalks up to this door are removed.</p> | Debbie | |
| | | <p>JT reported that the B Wing S5 stairwell is deficient in lighting. It's very dark.</p> | JT, Darrell, Curt | |

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| | | Curt has added that to the D wing deficiency list. Darrell will monitor this. | | |
| | | Kevin reported that after the rainstorm on May 26 th , there was a flood at West Winds. He noted varying amounts up to 18 inches of water in some areas. He stated that they had very minimal loss and that Saskatoon disaster recovery arrived within two hours for clean-up. Kevin states that there are plans to alter the roof so the rain water will not build up. | Kevin | |
| 7. | Announcements | Debbie was happy to announce that the two winners for this year's safety award are Gloria Luedtke and Eleanor Ferwerda from the College of Dentistry. | | |
| | Meeting Schedule for 2014 Next Meeting Date & Location September 16, 2014 – 11:30 a.m. to 1:00 p.m. GD04 HLTH | September 16, 2014 – GD04 HLTH December 16, 2014 – GD04 HLTH | | |
| | Materials needed for next meeting | - Incident reports - Issues and concerns Any updates on training you have taken | | |
| 8. | Meeting adjourned @ 12:39 p.m. | | All LSC Members | |
| | In my opinion, the above is an accurate record of this meeting Chairperson: Curtis Larson | | | |

* Every attempt must be made to resolve issues at the LSC level before referring to OHC.