

**Faculty of Science**  
**Science Safety and Health Committee Minutes**  
**March 15, 2023 online**  
**Attendance August 2022 – June 2023**

Y=Present

P=Proxy received

A=Absent

Name	Area	Attendance											
		Aug 17	Sep 23	Oct 21	Nov 18	Dec 16	Jan 18	Feb 15	Mar 15	Apr	May	Jun	
Sonia Walczak	VTEC	A	Y	Y	Y	A	Y	Y	A				
Tara Geiger	VTEC	A	P	P	P	P	Y	Y	A				
Kathy Baethke	Biology tech-Co-chair	Y	Y	Y	Y	Y	Y	Y	Y				
Christine Petersen	Biology	Y	Y	Y	Y	Y	Y	Y	Y				
Michelle Boham	Chemistry tech	Y	Y	Y	Y	Y	Y	Y	Y				
Christina Mohr	Chemistry (recorder)	A	Y	Y	Y	P	Y	Y	Y				
Nisha Puthiyedth	Computing Science	A	Y	Y	P	Y	on	leave	Y				
Yan Yan	Computing Science	A	O	N		L	E	A	V	E			
Catharine Tatarniuk	Engineering	Y	P	P	P	P	A	Y					
Abril Fink	Engineering tech		Y	Y	Y	Y	A	A	A				
Nancy Van Wagoner	Geology	A	A	A	A	Y	A	A	A				
Yehia Mahmoud	Math	A	Y	A	A	A	A	A	A				
Joanna Urban	Microbiology-Co-chair	Y	Y	Y	Y	A	Y	A	Y				
Sheri Watson	NRS	A	Y	P	Y	A	Y	Y	Y				
Colin Taylor	Physics	A	Y	Y	Y	A	Y	Y	Y				
Janine Rostron	Respiratory Therapy	Y	Y	Y	P	Y	Y	Y	Left Committee				
Christine Miller	UEPrep	A	A	A	A	Y	Y	A	Y				
<b>Resource members</b>													
Sarah Martin	Health Safety Manager	A	A	A	Y	Y	on	leave	Y	-	-	-	
Tara Langley	Recorder	Y	Y	Y	left	com	mit	tee	-	-	-	-	
Corinne Petersen	Administrative Rep	A	A	Y	Y	A	Y	A	A				
Henry Chan	OSEM	Y	Y	Y	Y	Y	Y	Y	Y				
Steve Farrell	OSEM (for S Martin)						Y	Y	Y				

1. **Call to order:** 10:35 am
2. **Adoption of Agenda** Moved by: Sheri Watson      **Seconded by:** Christine Miller
3. **Review of Minutes from January 18, 2023**
4. **Adoption of minutes from January 18, 2023**  
     Moved by: Sheri Watson      **Seconded by:** Christine Petersen
5. **Old Business**
  - a) **Inspections Training (OSEM)** – Henry sent an email out, and posted to Teams, the links to the required training. Please sign up as it is mandatory for

all committee members. Training is one-time only. Committee members are entitled to 8 hours of safety training per year.

- b) **TOR** – Tabled until April meeting. Please review document.
- c) **F2F May and June meetings:** Room S373 has been confirmed
- d) **Chemical storage facility protocols/procedures** – Please report any suspicious activities, thefts, and damages.

## 6. New Business

- a) **HECHMET barcode reminder:** Receiving is generating barcodes to chemical deliveries. These barcodes may be with the packing slip. They must be attached to the bottle/container. **Action: Joanna** to send email to Science Faculty and Christine Miller (UEPREP)
- b) **Inspections**
  - **January** – Catherine reported on items found. Archibus requests should be submitted by the inspectors, and input into the action log (see below) for tracking. Note: The building door that is exit only (SE of building). Suggestion: Submit an Archibus request to see if this can be turned into an entrance door.
  - **March** – Christine P and Sheri W inspected the third floor. Archibus requests have been submitted and submitted into the action log (see below). The new washroom doors have keyed locks. If locked from the outside, can they still be opened from the inside? Suggestion: Ask Bahman (contractor) for key to check.
- c) **Action Log for SSHC:** Henry has posted an SSHC Action Log Excel file in the SSHC INSPECTION RECORDS and FORMS folder in Teams. Please update when doing inspections with actions, updates, etc.
- d) **Incident Report:** Steve reported only one near miss item in Faculty of Science where broken glass was left in a lab sink. Across campus: Of the 20 reported incidents, nine were info only, eight required first aid, two were near misses, and one was an injury. Falls were the top incidents followed by cuts.
  - Note: Individuals with sensitivities (chemical and otherwise) should reach out to Science office to see if they can be notified before work that may impact them will be done.
- e) **Prismatic** – A new safety management system. This will be the platform for reporting, training, inspections, etc. It will likely be piloted with Facilities first.
- f) **Toolbox Talk** – A weekly notice sent out by Steve. Gives updates on incident reports, WSBC, safety, etc. If interested, reach out to Steve. It was suggested that Steve email the committee members. **Action: Steve** will find a way that best works to pass on the information

## 7. Meeting adjourned: 11:30am

**Next meeting: April 19, 2023 @ 10:30am**