



## Health & Safety Committee Meeting

Date: Nov. 22<sup>nd</sup>, 2021

Time: 9:30 AM

Venue: Online Teams Meeting

In Attendance: Dan Beaver, Neil Carnegie, Bev Raimbault, James Sherwood, Merrin Macrae

Meeting called to order at 9:30. Some points of discussion has been brought forward ahead of time.

### Minutes

#### **1.1 Covid-19 & Lab Safety Plans**

- Question regarding the lab safety plans were raised. When will the lab safety plans revert to pre-covid?
- There is a lack of information at this time as to when this might happen. Dan and Neil state that this is most likely a government requirement and won't be going anywhere any time soon.

#### **1.2 Group similar Activities**

- When to expect a reduction in the rigor of the process?
- Dan and Neil state that going forward we will be permitting researched to group similar activity. O.R did not all this due to how different research activity was approved and expenses were verified by Finance. Admin managers are now reviewing expenses to ensure approvals are in place, which allows us to make change.

#### **1.3 Generic Dates**

- What about plans with dates that may be variable die to whether etc. Researchers may not know which dates they would be in the field.
- More generic dates will be provided.

#### **1.4 Safety Plan & Domestic Travel**

- International travel requests now being permitted without safety plan requirements. Why do domestic travel still have a safety plan?
- Neil and Dan state they are awaiting a number of changes in the process and are awaiting updated instruction.

#### **1.5 Field Forms**

- Fieldwork and processes need to be more streamlines. Can processes not be like before, where researchers were trusted to be adults?
- Unfortunately, processes were not being followed pre-Covid. Training compliance is an example of where this has not worked.

- Can we set up field forms, so they are less open-ended and take out the guess work? More forms with tick boxes that researchers can go through quickly would be appreciated.
- The forms are provided to us by the Safety Office and all changes are handled at that level based on advice from the government and public health.

**Other related discussion** – Human participant research will be downloaded to faculty/development level which will hopefully make the process easier.

### **2.1 – Fountains**

- Can we push the safety office to reopen/turn on drinking fountains that are still turned off. Fomite transmission is known as not being a transmission vector for COVID-19. The university is not even close to keeping up with the science
- The Safety Office have advised they are working on this and will have answers back soon. The bottle fill stations should be functional (After the meeting Dan confirmed all but one was working and placed a maintenance request).

**Other related discussion** – New copper piping was installed in labs and water labelled as not for drinking. Anecdotal reports from Plant Ops are that water is likely safe to drink but pipes were swapped out and taps labelled as they could not confirm (potentially due to lack of up-to-date plumbing drawings).

### **3.1 Safely Rollout**

- We will be making Safely mandatory for next year. Just 4 researchers not using so far.
- When responsible for surveys there is no way to tell which survey you are doing. Can we update so the room number can show the survey?
- This is likely an issue with setup and will look in to changing. It is hard to find the errors or omissions. The toolbar should highlight which question was missed.

### **4.1 Appointment of Departmental Safety Reps**

- We will be formalizing responsibilities being downloaded to department level and installing new department H&S reps. Most of these items were already department responsibilities. Evacuation coordinators.
- It is not useful to have department reps as staff and faculty do not have time to complete these tasks.
- It is highly unlikely that a faculty member would be given department rep role. These changes align us with the safety programs in other faculties and allows us to be proactive than reactive to health and safety.

### **4.2 Janitorial Services for Inspections**

- Can janitorial services not check lightbulbs rather than having to do as part of safety inspections?

- This has always been a part of inspections and it is unlikely that janitorial services would talk this on.

#### **5.1 Evacuation Program**

- Emergency services are treating our building as if they are operating after-hours. Safety Office is requesting we assign new wardens early 2022.

#### **6.1 Hazard Registries**

- We have been tasked with creating hazard registries for each department. This was a project that began before COVID but was paused. We will be starting by reviewing the KI and Dean's Office plans which were already in place, before moving on to other departments.

#### **7.1 Labels for First Aid Kits**

- We plan to add labels to first aid kits reminding inspectors that info should be captured in safely.

**End of Meeting**