

## Faculty of Environment Health & Safety Committee

Health & Safety Committee – Minutes

Date: Wednesday, April 24<sup>th</sup> 2019

Time: 2:00 – 3:00

Venue: EV1 - 353

**Members:** Neil Carnegie, Dan Beaver, Beverly Anne Rimbault, Merrin Macrae, Martin Holicka

**Present:** All

### ITEMS FOR DISCUSSION

1. Review of JHSC results
2. HSE Annual Report
3. Wilderness first aid training for students in ENV (focusing on grad students working in remote areas)
4. Look into offering mental first aid course to staff & faculty in ENV
5. Discuss safety for field work in extreme heat, cold or icy conditions
6. EV2 – Smell
7. Student Harassment Procedures
8. Discuss findings from Martin's investigation in to closest AED
9. Establish action plan on how to implement Job Hazard Analysis/ Risk Assessments for all positions and/ or major tasks.
10. SOP library

### Previous Business

- Updated checklist forms have not yet been created. We will work towards having these ready for the next round of inspections.
- The Dean's Office does not wish to install shelving in 2042 until a firm plan for some upcoming projects is in place. Dan Beaver will contact departments involved to find solutions to resolve hazards in the short-term

## Minutes

### **1. Review of JHSC results**

a) The annual JHSC inspection took place on June 24<sup>th</sup>. In total there were 8 tickets requiring attention

- Brad Fedy had not health and safety procedures in place for his lab
- Some H&S reports on bulletin boards were out of date
- Some unclean benches were noted in the Oelberman lab
- A container of food was found in a lab fridge
- An incorrectly sized first aid kit was in place in the School of Planning

It was noted that the findings were an improvement over the previous years with most issues being fairly minor.

The JHSC inspections were in place of the Faculty Health and Safety Committee inspections for the term. Bev and Merrin are to accompany Dan and Neil when inspecting select locations as part of next terms inspections.

### **2. HSE Annual Report**

a) Dan Beaver went over the HSE reporting procedure and noted that most unit heads were working to complete their forms by April 30<sup>th</sup>. It was suggested that an email be sent out with hard dates explaining the consequences of not returning the forms in time for the 2020 report.

### **3. Wilderness first aid training for students in ENV (focusing on grad students working in remote areas)**

a) It was brought up that many students involved in field work would be interested in taking a wilderness first aid course. Neil contacted the Safety Office and confirmed this is not offered by the university. Doug Dye of the Safety Office advised to google wilderness first aid to find out what is being offered by outside organizations.

b) The committee discussed whether all students working in heavily wooded areas should receive training. A survey was suggested to gauge interest in participating on this type of course.

### **4. Look into offering mental first aid course to staff & faculty in ENV**

a) The committee went over the courses currently offered by the Safety Office. Bev who had attended the Feet on the Ground course had asked about the Mental Health First Aid course and had been advised it was only for faculty who were in counselling type positions. We spoke about how this training would be useful to any staff or faculty dealing directly with students.

b) Cross Campus Advising Services expressed that this training could be setup for anyone in an academic advisory position.

c) In addition to this training, there is a working group stemming from the PAC SMH recommendations to look at mental health literacy training on campus. Work is being done however it may be some time before anything else gets rolled out.

### **5. Discuss safety for field work in extreme heat, cold or icy conditions**

a) The committee questioned whether the Safety Office had any guidelines on temperature cut-off for field work during extreme cold or heat. It was noted that many students often come ill equipped for these activities and there is concern that there may be risk to supervisors in certain situations such as a student getting frost bite.

b) One suggestion brought forward was for the faculty to purchase some winter gear that could be signed out to students who have come unprepared or may not be able to afford suitable clothing or equipment. It was then suggested that certain courses be adapted to remove the winter field work portion. EVS200 Spongy Lake trip was referenced as an example of this.

c) Neil spoke with the Safety Office and there are no guidelines in place for temperature cutoffs for postponing or cancelling field trips.

## **6. EV2 – Smell**

To date, the source of the ongoing sewage smell in EV2 has not been found. Neil is documenting instances of the problem by request of the Safety Office. Plant Operations have advised that the issue is likely caused by dry drains in the transition period between cold and warmer temperatures outside. The issue has since persisted. Neil will continue to document.

## **7. Student Harassment Procedures**

The committee discussed an issue that was raised regarding a student making a previous TA (now student) feel uncomfortable by tapping on windows or otherwise hanging around spaces where they are working and giving them unwanted attention. We briefly discussed the procedures outlined by the Safety Office for dealing with this type of issue including bringing it to the department head/ chair and the investigation process where the head would meet with those involved and write a report. We discussed the request for frosted glass and all members agreed this was not a solution. The point was raised that cutting down on visibility could prove as much of a risk as it not being there. The committee agreed that these issues were important to deal with through the appropriate channels to come to a resolution.

## **8. Discuss findings from Martin's investigation in to closest AED**

Martin met with Linda Brogden from Health Services to discuss current and potential locations for an AED. The AED must be centrally located and easy to access, the closest unit is located in the Theatre of Arts Lobby beside room 258. Suggestions for the location of an AED were beside the living wall in EV3 or outside the EV1 courtyard. There is a standard AED provided for use in the university is the Zoll Lifepack AED+.

## **9. Establish action plan on how to implement Job Hazzard Analysis/ Risk Assessments for all positions and/ or major tasks.**

- a) Dan and Neil to refresh training to assess the best way to proceed with implementing Job Hazzard Analysis procedures where not already in place.
- b) Fieldwork Risk Management forms are to be collected from department heads for review. An email will be sent to GEM and SERS requesting all forms by the second week of June (Dan to send). Depending on the findings and work involved we would look to collect forms from SEED, KI and Planning by end of first week in October (Neil to send).
- c) All forms will be reviewed for consistency and integrity and a follow up communication will be prepared to each unit head advising of any changes required to their processes.

## **10. SOP library**

- a) Dan will request all current SOPs from department heads and lab supervisors by end of July. Dan and Neil to review current SOPs and find out what equipment SOPs do not exist for, then assess the risk in using this equipment.
- B) A request will be made to the Safety Office to assist in inspecting the first few labs SOPs to provide the committee with a better idea of what level of intricacy is required when putting SOPs together. The committee will then provide feedback to department heads and chairs and will begin collecting SOPs to upload in a list form to the faculty website.

## **New Business**

The Dean's Office have agreed to fund materials to manufacture some acrylic sign holders to go beside eyewash stations for placing the weekly eyewash inspections.

**Next Meeting Date** - TBD