

## JOINT WORK SITE HEALTH AND SAFETY COMMITTEE MINUTES

Wednesday, May 16th, 2012 (L1114) at 9:00AM

**Present:** Dan Berte, Mike Pinder, Bill Krysak, Jacquie Whiffen, David Siminovitch, Carolin Cattoi-Demkiw, Bob Muskovich, Suzanne McIntosh, Kevin Mcfadzen, Lori Weber, Kris Fischer, Kevin Ward, Brady Schnell, Tracy Merrifield, and Margaret McKeen (for Linda Embury).

**Regrets:** Greg Moore, David Green, Bill McKay, Bruce McMullin, Isabelle Gauthier, Linda Embury, Cheri Pokarney, and Al Mueller.

**1.0 Additions to Agenda** – Add Fire Stopping and Shaft Project in University Hall to the agenda under 10.6.

**2.0 Approval of Agenda** – Approved by Kevin W and Bill K

**3.0 Approval of the Minutes from April 18, 2012** – Approved by Bob and Suzanne. Add the first letter of the Committee member's last name to the minutes, when there is more than one member with the same first name (e.g. Kevin M or Kevin W).

### **4.0 Safety Officer Reports**

4.1 Chemical Safety Officer – Kris Fischer

No spills reported.

4.2 Fire Safety Officer – Bill Krysak

Eight fire alarms were reported, for various reasons. The Fire Department did not respond to several alarms as the University was off line with the monitoring company due to annual testing. University-wide fire drills were held on May 3/12. Commendations were received from the City of Lethbridge Fire Department for the effort shown by all participating Fire Wardens throughout campus.

4.3 Radiation Safety Officer – Carolin Cattoi-Demkiw

The University received their renewed licence from the Atomic Energy Commission (AEC) in April/12. Carolin will be attending the AEC conference in Halifax this month.

4.4 Bio-Safety Officer – Bruce McMullin

Carolin reported that they are ready to submit their first CO<sub>2</sub> laboratory application, which is expected to take 4-8 weeks for review and approval.

### **5.0 Report of Standing Sub-Committees / External Committees**

5.1 Wellness Committee – Suzanne McIntosh

- Health & Wellness Survey

The results of the Employee Health and Wellness Survey should be available next month. Lori reported that the Health Center will be taking part in a 30 University cross-Canada student health survey in 2013. The results from both of these surveys should supply important data.

- Bee Heart Smart

The Heart Smart Physical Activity Challenge runs from May 1 through June 10. A record number of participants have registered to take part in the various challenges.

- June 19/12 Wellness Luncheon

Erich Dyck, Country Blooms, will give a presentation on gardening in Andy's Place.

- May 21/12 Lethbridge Sport Council Family Fun Day  
This event is free for all ages, and begins at 1:00 p.m. in Nicholas Sheran Park. Ultimate Frisbee and disc golf are offered, and registration is required.

- 5.2 Healthy Campus Working Group – Mike Pinder  
The revised draft policy will be brought to the June Joint Work Site meeting. Suzanne is looking into applying for funding for a position dealing with a smoke free campus.
- 5.3 First Aid Committee (External) – Jacquie Whiffen/Lori Weber  
Lori distributed the Action Items for First Aid Coordinator 2012/2013 Report (April/12) which was sent to Elaine Carlson and Nancy Walker. This report responds to the 8 items in the Code which must be followed. Contact Lori if anything was missing from the report. A few groups provide first aid training (e.g. St. John Ambulance, Lifesavers First Aid, etc.), so University-wide tracking of this training should be coordinated.
- 5.4 CCBN Safety Committee – Carolin Cattoi-Demkiw  
This Committee will be meeting in June. Janice Sutherland was recently appointed Research Manager for the CCBN.

#### 6.0 Incident / Near Miss Report – April 2012 – Dan Berte

The Committee reviewed the report. Many air quality issues were reported in UCA. Tests were conducted, and all levels were normal. Those people who had trouble breathing were referred to their physicians, and filed WCB claims. HVAC systems are being upgraded. Change the subject group on page two, 04/18/12 "Inappropriate behavior" to "4" (Contractor).

#### 7.0 Campus Inspection – CCBN Animal Facility – Dan Berte

The Committee discussed the report. The CCBN Animal Facility Inspection Report (Part 1) will be discussed at the CCBN Safety Committee meeting. Part 2 of this inspection will be conducted this month. Bill summarized the current Working Alone procedures, and mentioned that Security will become more proactive in future. Security, and Risk & Safety Services provide training on how to login and logout of the Working Alone web page. John O'Keeffe provides security presentations. Bill and Bob will speak to John O'Keeffe about offering more presentations and publicizing them.

#### 8.0 Old Business

- 8.1 Communication plan discussion – delegated tasks and progress  
The Committee reviewed the Public Relations for Joint Worksite Health and Safety Committee document. Tracy will speak to the photographer, and ask her to take a Committee photo at the August JWSHSC meeting. Dan will speak to Trevor Kenney, and ask him to talk about ways to increase the Committee's profile on campus at the June JWSHSC meeting. The Committee discussed posting the minutes on campus. Members were reminded to ensure that approved JWSHSC meeting minutes were reported, and posted in their respective work areas. Dan will ask his CUSA colleagues how they disseminate their safety committee minutes on their campuses.  
**Action - Approved by Bob and Brady, CARRIED: Dan will draft an email to Anne Baxter and Elaine Carlson requesting funding for one JWSHSC bulletin board on campus, and will circulate this email to the Committee for comment before sending it to Anne and Elaine.**
- 8.2 Chemical Inventory – Carolin Cattoi-Demkiw  
A STEP student is performing a chemical inventory until the end of August. She is nearly completed the pilot project in Chemistry, and will work on an inventory of the

CCBN chemical storage area next. Hopefully, two students will be available to work on this project next summer.

**9.0 New Business**

- 9.1 JWSHSC Inspections – Dan Berte  
Members should email requests for JWSHSC inspections to Dan.

**10.0 Campus Construction – Dan Berte**

- 10.1 Aperture Residence  
The road closures should be over, and work will continue within the fenced area.
- 10.2 UCA Ventilation Upgrades  
Half of this work was completed last summer. The remainder will be completed this summer.
- 10.3 The Quad  
Work will include pathways, trees, landscaping, drainage, etc.
- 10.4 Parking Lot E, F, FS, G  
Notices will be posted prior to construction on these parking lots.
- 10.5 CSW Renovation  
Stuart Olson is the contractor. People have been moved from the area, and the Level 0 laboratories have been closed.
- 10.6 Fire Stopping and Shaft Project in University Hall  
Stairwells will be blocked during this project.

**11.0 Round Table Discussion**

- 11.1 Dan will again ask Graduate Studies to appoint a graduate student representative, because it is important to have this group represented.
- 11.2 Mike said that the main gym will be closed from June 11 – July 1 inclusive.

**12.0 Adjournment**

- 12.1 The meeting was adjourned at 10:45 a.m.
- 12.2 The next meeting will be held at **9:00 a.m. on Wednesday, June 20 in L1114.**

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Dan Berte, Co-Chair

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Mike Pinder, Co-Chair