

Agenda Item	Subject, Concern or Problem Discussion	Recommendation or Action To be Taken, by whom and when	Status
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Revision:	Office of the University Secretary and General Counsel for review.	University Secretary and General Counsel for review.	
5. WS&H Policy Revision:	Mary Anne Walls advised that this policy was with the Office of the University Secretary and General Counsel for review.	Waiting for the Office of the University Secretary and General Counsel for review.	
D. Reading Correspondence	There was no correspondence to come before the Committee.		
E. New Business			
1. Smoking Policy (Revision to add e-cigarettes, medical marijuana)	<p>James Hanley stated that he thought this the issues of e-cigarettes and medical marijuana use might arise, and the committee should be proactive on its policy.</p> <p>Laurel Repski stated that it should be easy to address these issues. The University will treat e-cigarette smoking the same way it treats smoking, and plans to deal with the use of medical marijuana on a case by case basis.</p>	The committee agreed by consensus that the Smoking Policy be amended to include e-cigarette vaping and to also include a reference to medical marijuana.	
2. Disposal of Used Needles in Washrooms	<p>Sangita Shah stated that there are currently no public places for proper disposals of sharps, except at the Security Office on the Main Campus.</p> <p>Sangita Shah stated that she had received email from the University sustainability office with the concern from the university staff member regarding the disposal of used insulin needles and availability of suitable disposal containers in the washrooms as she schedules waste disposal pick up. She also mentioned that syringes with needles are found around campus on a regular basis.</p> <p>Mary Anne reported that she had been looking at the logistics of having a mounted sharps disposal container in each washroom; however it was too cost-prohibitive.</p> <p>Lee Chitty stated that earlier in the year the UWSA had a sharps incident and as a result purchased sharp spins for the student lounges. He further stated that it would be a good idea to have the mounted sharps disposal containers in the accessibility washrooms and create a separate campus map for students with accessibility issues.</p>	A report on this issue is to come to the next meeting of the Committee.	
F. Reports from Subcommittees			
1. Radiation Safety Committee	<p>Sangita Shah reported that the Radiation Safety Committee meeting (RSC) was held on October 15th. The RSC Terms of Reference was revised for the selection of chair and vice chair, to expand the Physics representation and to include Laser and X-ray devices users in the committee. Desiree Vanderwel has agreed to chair the committee and Paul Holloway as a vice chair.</p> <p>The annual Compliance Report was submitted to the CNSC on November 19th.</p> <p>Sangita reported on a collaborative research project using open source isotopes in the RCFE vivarium. The University's license has been amended and a permit issued.</p> <p>Sangita reported that an inspection of radioisotopes labs had not been performed as the Physics department is the only active sealed source user and she audits the radioactive storage room every month. If any noncompliance is identified during the audits, the researchers are contacted.</p>		
2. Laboratory Safety Committee	Sangita Shah reported that the Lab Safety Subcommittee meeting was held on November 17 th . Two lab safety procedures were implemented 1) RCFE lab ventilation and 2) Dissection of specimens – procedure and disposal. The lab ventilation procedure was distributed to Chemistry staff by Ed Segstro and she has posted the procedure on Biology shared drive. Dissection of specimen procedure was developed as the specimen comes in formalin (confirmed human carcinogen) to prevent our staff and students from formalin exposure. Air monitoring had		

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	<p>been performed. The committee members were informed of an upcoming third party safety audit of the labs and the lab safety program.</p>		
G. Safety Incident Report Summary	<p>A Safety Incident Report Summary had been circulated electronically to Committee prior to the meeting; the report does not include the reports submitted by Security.</p> <p>A question arose about the violent incident in the summary, and it was asked if a member of the Committee should be present for an investigation. It was noted that only serious incidents need to be investigated. Kevin to clarify with the Division re investigation of incidents resulting from violence.</p> <p>It was also mentioned that those involved in an investigation should be trained. It was noted that a number of courses are available through the Province. On-campus training is also available but it would require participation by at least four different employers based on information previously received from the Province.</p>	<p>The report was received for information.</p>	
H. Fire Safety Report	<p>Len Cann stated that he had a meeting with the University's Fire Marshals as well as Martin Grainger and Kevin Smith. Kevin will continue to implement the tasks that were initiated by the previous Safety and Health Specialist undertook, including the finalization of the fire plan and training of fire marshals and fire wardens.</p>	<p>The report was received for information.</p>	
I. Security Report	<p>Martin Grainger reported to the Committee that in one week there were three assaults, including one on campus and two in close proximity; however, that on the whole assaults are a fairly rare occurrence.</p> <p>He further reported to the Committee that the Province has come out with guidelines for security guards including a higher minimum wage for security guards as well as other safety issues such a high visibility vests.</p>	<p>The report was received for information.</p>	
J. Health & Safety Program			
1. Lab Safety Training Sessions	<p>Sangita Shah reported that lab safety sessions were conducted: three sessions for RCFE and two sessions for main campus. She reported that the training went well. She also indicated that a couple of training sessions for RCFE staff are scheduled before each academic term.</p>		
2. Asbestos Training Sessions	<p>Kevin Smith stated that he had done two training sessions for employees who might be exposed to asbestos, including Physical Plant, Technology Solutions Centre and Theatre. The sessions were well attended.</p> <p>He will do fill in training sessions for anyone from those departments who may have missed these sessions.</p>		
K. Inspection Reports			
1. Laboratories	<p>Sangita Shah reported that lab inspection reports have not been forwarded to the researchers and lab staff due to some outstanding documents that need to be reviewed and approved. The same was reported in the last committee meeting. It was also decided in the Lab Safety committee meeting that lab inspections will be performed according to the academic term i.e. in spring and Christmas break.</p> <p>Mary Anne stated that the inspections need to be performed according to the variance requirements received from the WS&H division. She also noted that lab users need to be engaged in this process, to which end Sangita is developing appropriate inspection checklists. Kevin indicated that he has a meeting set up to deal with some of these issues. This item will be reported on at the next meeting.</p>		
2. General Areas/Administrative Offices	<p>Kevin Smith stated that no inspections have been done in general areas or administrative offices.</p>		
L. Review of Regulation Agency Inspection Reports	<p>Sangita Shah stated that there was a follow-up inspection from the CURIE. The report is not ready yet. She is still waiting to receive information from the Manager of</p>	<p>This issue will come back to the next meeting of the Committee.</p>	

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M. Other Business: The University's Response following the Chemical Spill Investigation	Insurance & Capital Accounting. Laurel Repski reported to the committee that the University is moving forward to take steps based on the recommendations of the committee. A written response is to come to the committee within 30 days.	The University will provide a written response to the Committee's recommendations.	
N. Next Meeting	The next meeting of the committee has been scheduled for March 9, 2015 at 12:30.		
O. Adjournment	As there was no further business to come to the meeting.	On a motion by Kim Monson	Adjourned

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate. (If one or both co-chairs do not agree with the minute record, please attach concerns on a separate page). In my opinion, the above is an accurate record of this meeting.

LAUREL REPSKI
 (X) Print name of Employer Co-Chair
Paul Repp
 Signature

JAMES HAWLEY
 () Print Name of Worker Co-Chair
[Signature]
 Signature

Within 7 days, copy to: ① Committee members; ② Committee files; ③ Workplace Safety and Health; ④ Post on S&H Bulletin Board