

Faculty of Science Safety Committee Meeting

September 28, 2023, ~ 2:00pm. – 4:00 p.m.

Hybrid Meeting (Zoom and McNally Main Boardroom)

Attendees:

Dean of Science Office & Meeting Chairperson - Dr. Sam Veres, Dean of Science
Department of Astronomy and Physics – Dr. Greg Christian, Mr. Mike Dunlavy
Department of Biology – Dr. David Chiasson
Department of Chemistry - Dr. Jason Masuda, Dr. Bitu Hurisso
Department of Engineering –
Department of Environmental Science – Dr. Jessica Younker
Animal Facility: Ms. Emily Allen
Department of Forensic Sciences – Dr. Tim Frasier
Department of Geology – Dr. Mitchell Kerr
Research Instrumentation Centres –
Human Resources Department – Ms. Valerie Wadman
Risk and Insurance Services – Mr. Michael Chiwawa
Facilities Management Department –

Regrets: Matt Logan, Dr. Linda Campbell

ASL-English Interpreters – Not in attendance
Minute taker – April Scheller, Psychology Department

Call to Order

The meeting was called to order at: 2:00pm

GENERAL BUSINESS

1. **Introductions**

Each member of the committee introduced themselves.

2. **Call for Agenda Item Additions**

Under Other Business – Communicable diseases prevention plan

3. **Minutes from April 2023 meeting**

Minutes unanimously approved and carried.

Updates from the minutes

We will provide an update at the next meeting regarding drinking water and SOS.

The committee didn't meet to discuss the storage shelving. Storage was priced but a long-term solution is needed. S. Veres will follow up with B. Hurisso on shelving options.

DISCUSSION TOPICS

4. **Summary of Injury/Incident Reports for Faculty of Science**

Incident #	Month	Incident Summary
6316	July 2023	Shallow finger prick with syringe. Action taken

5997	February 2023	Follow up report from previous minutes. Involved a student that had a spill of trizol and improper disposal. Action taken: S. Veres spoke with the PI to ensure all RA's have read safety data sheets, proper training, procedures for spills are reviewed, ensure students are supervised when completing tasks until competent to do so on their own.
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5. Preparing for Incoming Safety Advisor, Science Activities

The Safety Advisor job description was revised, interviews were held, and a hiring search committee was formed of S. Veres, J. Masuda, V. Wadman, M. Dunlavy. The hire will work closely with V. Wadman and help promote safety culture. This is not a policing role. An offer is going out soon. This is a full-time position overseeing all Science activities at SMU with a one-year probation period. Professional development is a requirement in the job description. S. Veres and V. Wadman will select courses for professional development over the year. They may shadow technicians in departments and see how departments function.

An MOU is in the final stages of being signed with Dal. Laser safety, radiation safety, biohazards, etc. will move under the MOU. We may use their chem inventory and waste pickup.

Committee discussed areas needing priority attention for the new role. Student employment forms, documents for field related activities, website updates, yearly lab inspections, SOP replacements, reminders, new work instructions renamed to safety documents. Committee members can discuss with their departments for input. Send feedback to S. Veres.

We've lost the ability to add new inventory into Quartzly, but users can access old data. Interim measure: Information on Quartzly and will put on spreadsheet so PI's can update and share with others and security. S. Veres will share in OneDrive with departments.

6. Ongoing Work on Safety Documents

a. Terms of Reference

M. Dunlavy received feedback. From V. Wadman and L. Francis.

Action Item: M. Dunlavy will send a draft to S. Veres to circulate for next meeting.

b. SOP's

M. Kerr and V. Wadman edited some of the work instructions (#6 and #12) in the newest form. M. Kerr will send a draft to S. Veres.

OTHER BUSINESS

7. Smudging Spaces on Campus

Only two rooms (S310 and S345) are approved for smudging, but they are heavily used spaces for teaching. V. Wadman will following up with Gillis in Facilities Management. There will be a space for the Indigenous adviser in the Hub.

Committee asked if there are smoke detectors or just heat detectors. V. Wadman will confirm with D. Gillis.

8. JOHSC: Activity and Information

a. Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes

Please send feedback to V. Wadman regarding the Intro to OHS training in Brightspace. Tricia McPhee is making changes to Banner to automatically add a new employee and making Intro to JOHSC a pre req.

Dr. Kevin Kelloway is working on the Violence in the workplace survey. A lot of the responses are similar to the employee engagement survey; requesting better communication. Please let V. Wadman your feedback.

SMUFU invited University administrators to discuss violence in the workplace.

OHS Orientation booklet – New employees get it, except casual employees. Departments will have to send it along to them.

b. Privacy and JOHSC

Part of training package – Intro to OHS. It's important to send it around. Incident reports should be in folders in Teams and not sent over email. Personal information in the documents. Medical conditions during field trips could be put in sealed envelope and given to PL – return unopened. S. Veres suggested using a MS form.

Action Item: S. Veres will work on an edible form when it's received from V. Wadman after vacation.

9. Any other business

Communicable disease documentation has changed. SMU Clinic decided not doing tetanus shots anymore. Change in policy. Pharm won't do it either. Family doctor or walk in clinic. It's still available for students but not employees.

Motion to adjourn by M. Dunlavy, seconded by J. Younker. Meeting adjourned at 4:00pm.

Dr. Sam Veres
Meeting Chairperson, Faculty of Science Safety Committee
Acting Dean of Science