

**Faculty of Science Safety Committee Meeting**

June 17, 2024, ~ 2:00pm. – 3:30 p.m.

Atrium 217

**Attendees:**

**Dean of Science Office & Meeting Chairperson** - Dr. Sam Veres, Dean of Science

**Dean of Science Office** – Leanne Lucas, Science Safety Advisor

**Department of Astronomy and Physics** – Dr. Mike Dunlavy

**Department of Biology** – Matt Logan

**Department of Chemistry** - Dr. Jason Masuda, Najwan Albarghouthi

**Animal Facility:** Caila Henderson

**Department of Geology** – Mitch Kerr

**Human Resources Department** –

**Facilities Management Department** – Dennis Gillis

**Minute taker** – April Scheller, Psychology Department

**Regrets** – Dr. Tim Frasier, Dr. David Chiasson, Valerie Wadman

**Call to Order**

The meeting was called to order at: 2:05pm

**GENERAL BUSINESS**

**1. Call for Agenda Item Additions**

No additions.

**2. Minutes from the May 2024 meeting**

Minutes unanimously approved and carried.

**Action Item from last meeting:** L. Lucas will contact Facilities Management again to request chuck blocks for the doors.

**BUSINESS ARISING**

**3. FSSC membership terms**

All committee members provided an alternate member to sit in their absence and chose the length of their terms.

3-year term: M. Dunlavy, D. Chiasson

2-year term: J. Masuda, M. Kerr (both willing to commit to a longer term)

1 year term: C. Henderson, N. Albarghouthi, T. Frasier

**Action Item:** S. Veres will bring a recommendation to the committee to appoint a Vice Chair in his absence.

#### 4. **SWP 11**

General updates to work instruction 11. Renamed to SWP 11.

**Action Items:** L. Lucas will edit section 3.2: Form to be displayed on door and another form that the researcher may choose to add a copy to the equipment door also.  
Section 5.7: L. Lucas will check SSC files and see if there is any documentation on prohibited safety practices.

#### 5. **Waiver forms for on-campus outreach activities**

**Action Item:** S. Veres will contact Claire Milton and bring back recommendations to the committee. S. Veres will ask C. Milton if reporters/outside companies are required to fill out a waiver form.

### **REPORTS**

#### 6. **Safety Advisor Report**

##### **Summary of Injury/Incident Reports for Faculty of Science**

<b>Incident #</b>	<b>Month</b>	<b>Incident Summary</b>
6902	May	Odour caused by drying soil samples in oven. Smell was coming out of the windows and coming back into the building. <i>Recommended that fume hood should have been used and reduce the number of samples. S. Veres contacted researcher to not continue until an acceptable solution is found. M. Kerr will contact researcher for more information.</i>

#### 7. **OHS & Wellness Consultant: JOHSC Activity and Information**

Moved to the next meeting.

### **DISCUSSION TOPICS**

#### 8. **Experiment in progress form**

L. Lucas edited the form to simplify it and she will convert it to a fillable form for easier access.

**Action Item:** L. Lucas will add a text box to the bottom of the form with a statement on how you post your contact information.

### **OTHER BUSINESS**

#### 9. **Any other business**

No other business

*Meeting adjourned at 3:00pm.*

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