

ALES Health and Safety Committee meeting February 29, 2024, 10.00am-11.30am

Attendees- Jay Willis, Urmila Basu, Dianne Payeur, Victoria Sandberg, Jane Batcheller, Devin Dittmer, Habibur Rahman, Izabela Martyniak, Shelby Stenerson, Zyre Aubrey-Hebert, Aman Powar-Grewal

Regrets- Kim Schaerer, Ross Lowe, Stephanie Ramage, Kelvin Lien, Sandeep Mohaptra, Rim Maamouri,

Executive Summary

1. The ALES Safety Committee has decided to move forward with stocking AED cabinets with Epipens, in light of no movement at an institutional level on this initiative. Vicky will be sourcing Epipens for our 18 AED cabinets as well as some extras to be issued for field work.
2. Urmila has been working with retiring professors on lab close-outs and offboarding, to hopefully avoid “legacy” chemicals that create problems later. In December, 105 chemicals left by previous researchers in the genomics lab required disposal through Chematix, and 22 radioactive sources were found in a radioactive lab left by previous occupant, dating back to 1973 - 1976, which were disposed of at departmental expense.
3. There was another incident at South Campus in which a post-doc reported suspicious activity to Jay well after the fact, and without reporting to UAPS. This was brought up at a subsequent UASSC meeting - this highlights an apparent gap in onboarding and orientation of new students. Vicky has developed a document to capture all reporting requirements and contacts for distribution to the faculty.
4. Significant change is coming soon for the FAP process.
5. Lab inspections continue and Vicky has provided resources to assist with pre-inspection, as well as the most common deficiencies found, so that you can get your space and documentation in better order before HSE arrives.

Agenda

Welcome to new members- Izabela Martyniak (ADM, RenR, REES, HEcol), Shelby Stenerson (RenR Department Teaching Coordinator)

Last meeting minutes-additions, corrections, approval

Action Items: Stocking of Epipens

Stephanie Ramage had forwarded some recent communication with Adam Conway at Emergency Management. This initiative has not moved forward at an institutional level. Discussion on moving ahead with this at a faculty level. No operational, administrative, or safety barriers exist to prevent us from going ahead with purchase of epipens for all ALES AED boxes. Devin confirmed that they can be purchased without a physician's prescription, and Vicky confirmed that proper use of an epipen is covered in Standard First Aid. Cost is roughly \$120 each, which does not represent a challenge either. Decision made to move forward as a faculty on this initiative.

New Business

North Campus Update: Urmila Basu:

- Over the last few months, Urmila has worked with retiring professors for their off-boarding and lab close-outs. Provided them guidance on sending the lab equipment for surplus, procedure for transferring equipment to other PIs, chemical disposal, appropriate disposal of computers etc. Also participated in the initial and final inspection of the labs with the PIs and HSE.
- Some lab close-outs are in progress. A faculty member has recently decommissioned their radioactive lab in the Ag/For building after 32 years. In one of the cabinets, 22 radioactive sources (C-14 and H-2) were found left by the previous occupant of the lab, dated 1973-1976. These were now considered license exempt reference standards. Urmila disposed of these through ALARA consultants and the department covered the cost.
- In December 2023, 105 chemicals (left by previous researchers) in the genomics lab were sent for disposal through Chematix.
- The lab safety information seminar was offered to 22 new students/staff in the winter term, faculty wide. Habib mentioned that there should be specific training for equipment like autoclave. Urmila highlighted that the seminar is not a training session but an informational session to provide guidance to students/staff on the appropriate training resources available across the UofA. It also covers topics like SOPs/HA, appropriate PPE, work alone policy, emergency preparedness, incident reporting and researcher offboarding. In addition, students also need to complete the lab-specific and task-specific training. The specific training for the equipment like autoclave is provided across all facilities.

Research Station Update: Jay Willis:

- Generally it has been pretty quiet, though a PSI involving smoldering insulation in a wall at DRTC provided some excitement. Jay noted a recent email received on a Saturday from a post-doc with a project underway at SRTC. Overnight checks of animals are part of the project, and research staff including the post-doc had noticed, on several occasions, a strange vehicle idling in the SRTC driveway. Jay's

response was that in all such cases of suspicious behaviour, UAPS should be contacted immediately.

- This is not the first time reports of suspicious or threatening individuals has been received well after the event, despite an enormous amount of messaging and signage on reporting.
- Jay brought this to the UASSC and asked if this can be added to any new student onboarding or orientation material. Zyre noted that it was not part of any information she received when she started.
- Discussion with Dianne and Vicky after the UASSC has led to Vicky starting a document to capture all the reporting requirements and contact information required for health and safety, security, maintenance, IT, etc. The document "[Reporting Structures at the U of A](#)" is now available on the [ALES Safety Webpage](#) and sent out to the Faculty in the March Blade Bulletin.

Safety Updates: Victoria Sandberg:

Field Activity Plan (FAP) Changes:

- FAP template - Waivers, Informed Consent Section updated to include the new phone numbers section. This is important from an emergency management perspective.
- FAP addendum - For those working with collaborators. This will help simplify the process of working with those outside of the UofA to know who is responsible for who and what in the field when an emergency occurs.
- Field Log Books - Updated wording and newly constructed "Go - No Go Strategy"
- Risk Ranking - This ranking will be determined by numerous factors such as who is going (undergraduates, graduate students, PI's volunteers, collaborators etc.), distance from emergency services, isolated location, level of experience in the group, etc. This will be seen in the updated RISK Matrix which will be live March 18th 2024 detailing:
 - **1** - No Field Activity Plan (FAP) needed.
 - **2** - Medium Risk (10 days) - Just myself - **Compliance Approval**
 - **3** - Moderate Risk (10 days) - HSE and myself - **Dean or Chair Sign-Off**
 - **4** - High (20 days) - Myself, HSE, and SME - **Dean or Chair Sign-Off**
 - **5** - Extreme (20 days) - Myself, HSE, and SME - **Dean or Chair Sign-Off**
- Training
 - Mandatory E-learning (Released March 18th)
 - Mandatory In-person (Begins April 2nd 2024)
 - ~39 sessions to take place
 - ~13 sessions booked in GSB
 - Victoria will reach out to HSE to book an additional 2 sessions at AFDP for the individuals on South Campus.
 - There is the ability to have more training sessions booked - simply reach out to HSE.

- The in-person training sessions will be broken out by geographical locations and this will allow individuals to attend sessions that are relevant to their area of research.
- Ensure you subscribe to the [FRO Newsletter](#) for the most up to date information
- **Dates of Release:**

Item	Timeline
Finalize documents and templates	February 16, 2024
Release new water safety guidelines	March 1, 2024
Release of the addendum to the FAP template	March 18, 2024
Release of the revised Daily Field Safety Log Book including the Go / No Go Field Level Hazard Assessment	March 18, 2024
Release of the revised Risk Matrix and Appendix	March 18, 2024
Mandatory elearning modules	Available March 18
Mandatory in-person training to commence	Begins April 2
Additional in-person sessions available	May 2024 when many summer students are hired

Lab Inspections

- We have had a large uptick in Lab Corrective Action notices
- I am recommending that everyone complete the [Lab inspection](#) before the actual inspection takes place with HSE. This will give an idea of where you are at and what you need to complete.
- These are the [top 6 items deficiencies](#) within labs that occur during an inspection:
 - Missing and incomplete documentation and labeling and signage
 - Poor housekeeping
 - Incomplete and out of date inventory
 - Improperly stored gas cylinders
 - Missing and incomplete spill kits
 - Lack of Emergency Planning
- I try to make it to as many as possible but can not always do that.
- Additionally, I have made a ZIP file for how the HSE information should be laid out within your google drive. This will help you organize your material and ensure you have everything you need in a simple system.

[Supervising Safely](#) - Due by April 28th 2024

- We are currently sitting at **32.7% completion**
- Dianne will be sharing the 4 reports with the ADMs and Chairs following this meeting for completion
- You need to complete the course and the [Supervisor Declaration](#)

AED's installed for both GSB and HEB - now fully functional and registered in the heartsafe system.

- GSB - 7th Floor outside of RenR main Office Rm: 7-51
- HEB - 3rd Floor by Room 3-02

Finalized the monthly inspection for South Campus as the CCAC inspection will be occurring in the first week of March - best of luck to them!

- The inspection schedule will be transitioning to a less frequent schedule. The goal will be to get to each unit once every 6 months.

ALES Incident Reports Review:

Incidents: October 16th 2023 - February 28th 2024

- Broken out by department (which in ARISE there is 6 of them for ALES)
- Available on the committee webpage - more detailed information.

Department	Date	Incidents Total	Closed	Open	SI	PSI
AFNS	October 16th, 2023 - Feb 28th, 2024	19	14	5	0	0
Deans ALES	October 16th, 2023 - Feb 28th, 2024	15	12	3	0	1
RenR	October 16th, 2023 - Feb 28th, 2024	7	6	1	0	0
Human Ecology	October 16th, 2023 - Feb 28th, 2024	0	0	0	0	0
Human Nutrition Unit	October 16th, 2023 - Feb 28th, 2024	1	1	0	0	0
Rural Economy	October 16th, 2023 - Feb 28th, 2024	2	2	0	0	0
	Total	44	35	9		

PSI - Smoldering Incident at DRTC.

- This means it had to be reported to the regulator (OHS Alberta on their online portal). It is currently sitting with the Health Safety and Environment (HSE) Joint Health and Safety Committee (JHSC) for the final round of approval and then it will be uploaded.
- Basically renos led to a live wire being left in the insulation, agitation occurred causing the wires to migrate towards the tin wall, the live wires made contact with tin, caused an electrical arc, and this led to the insulation smoldering and smoking, handled and put out before a large scale fire could occur. If the Fire had continued it would have progressed to a Serious Incident (SI) instead of Potentially Serious Incident (PSI).
- **Please continue to report your incidents.** This is an important factor in the Health Safety Management system! When reporting near-misses because they are at a level where we still have an opportunity to change/implement needed controls to ensure the near miss does not escalate into a loss-type incident.

HSE Updates:

HSE What's New Slide:

- Another Electrical Incident for lessons learned - this was the one that occurred in the Humanities Building. Remember: Fire (even electrical fires) are always OHS reportable and this was considered a Serious Incident which is what our DRTC one easily could have been.

- Culture of Care Summit - January 24th (All Day at the Lister Centre)
- Covered the upcoming changes for the next year - training. Had guests speakers and breakout sessions based on your interests.

FRO Newsletter

- Chainsaw training: May 1-3
- Wilderness First-Aid is coming
- Defensive Driving complete with Kenji
- Equipment rental for Field Season
- Firearms training - mandatory for anyone taking anything into the Field (March 4th & 5th) and (April 16th & 17th)
 - This is a one size fits all approach, One firearm type which will hopefully evolve over time to be more inclusive, this is challenging as there is a need for flexibility.
 - You can take this training without PAL but can not go into the field without the PAL.

Other Business

Dianne asked about feedback on first aid training, satisfaction with the training provider, uptake. Vicky reported that they are happy with the vendor; demand has fallen off but Vicky does have some people on a waiting list. She will likely arrange a session for October to capture new people but avoid the September rush. Devin asked about scheduling training on weekends for himself or others that have a hard time setting aside a full day; Vicky advised that provided it is an approved trainer, that would be fine.

Jay identified equipment operation as a gap that needs to be addressed. Skidsteer and forklift training is provided by several vendors. There are no formal training programs for tractor operation. Jay and Vicky will revisit this once the FAP rush is settled.