

# **ALES Health and Safety Committee**

## **meeting June 26, 2024, 10.00 am-11:30 am**

Attendees- Urmila Basu, Jay Willis, Dianne Payeur, Victoria Sandberg, Jane Batcheller, Devin Dittmer, Habibur Rahman, Stephanie Ramage, Shelby Stenerson, Zyre Aubrey-Hebert, Aman Powar-Grewal, Rim Maamouri, Kim Schaerer, Ross Lowe

Regrets- Kelvin Lien, Sandeep Mohaptra, Izabela Martyniak, Jen Beverley

### **Executive Summary:**

1. The new [Laboratory close out protocol](#) is working well for closing the labs and other spaces for the retiring professors and for new PIs entering the space.
2. Students/staff working in the labs must continue to wear appropriate PPE, including long pants, closed shoes, and lab coats regardless of the weather.
3. Some of the safety and security concerns are being addressed at the research stations, including rekeying of the Met unit, changing the ARISE registrations for the SRTC unit etc.
4. The University will be implementing a new Centralized Chemical Inventory & Hazardous Waste Management (CIHWM) System and the most up-to-date information is available on the [CIHWM webpage](#).
5. Overall, the process of FAP submissions and revisions has gone well so far. The HSE is planning on doing field research audits in September/October and will be reviewing documentation (FAP and Daily Field Safety Log Books) as well as conducting interviews of field research participants.
6. ALES has purchased 20 Epi-Pens and these are being strategically placed throughout our Faculty and Facilities, the current locations of Epi-Pens across ALES can be found [here](#).
7. For any suspicious activity in our buildings, please continue to report to UAPS (first) and then follow with HSE incident reporting through ARISE.
8. ALES has achieved a 90.32% completion rate for the Supervising Safely training. It is required to complete both the [online training](#) here and the [online declaration here](#).

### **Agenda**

#### **Last meeting minutes-additions, corrections, approval**

#### **New Business**

#### **North Campus Safety Updates- Urmila**

1. **Lab Closeouts**
  - a. Additional one completed for Ag/For building
    - i. Majority of chemicals have been removed from the space
    - ii. Some equipment have been sent for surplus, some transferred to the New

- PIs in that space
    - iii. Final inspection by HSE is completed.
  - b. New Lab close out protocol is working well.
    - i. Helpful with chemicals , equipment, and for new PI's entering the space.
- 2. Lab Safety Seminar**
  - a. 80 New Student, including many undergraduates and summer students and Staff attended this seminar offered during spring/summer term
- 3. Safety Shout Outs** received for the following core facility staff.
  - a. Stephanie Ramage, HNRU coordinator - excellent training and documentation and hazard assessment
  - b. Andrea Botero, Plant Growth Facility Lead - Strong focus on SOP and the level of compliance in Plant growth facility
- 4. PPE Compliance - Summer based**
  - a. Please ensure you continue to wear appropriate PPE regardless of the weather. Long pants, closed shoes, lab coats, etc. are always required. - This reminder will be an addition to the July Blade Bulletin.
  - b. For the [UofA Heat Stress Program look here.](#)
- 5. LKS Incident** - linked to Slide 14th - Stephanie spoke to this. - CPTED Audit Sweep with UAPS
- 6. Linked to the Summer Student Power Point Emergency Action Plan - will be shared with the group for review.**
  - a. Coordinate with the Faculty of Science orientation
  - b. Also have the [UofA Reporting Structures](#) available on the [ALES Safety Webpage.](#)

### **Research Station Safety Updates- Jay Willis:**

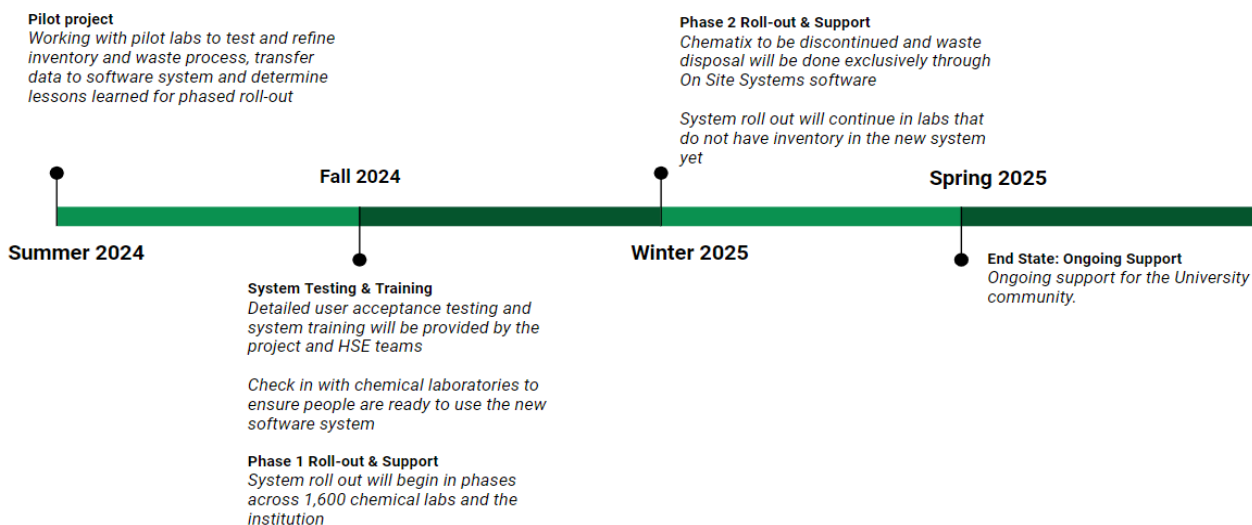
- 1. MET Unit Rekey has been completed (In progress)**
  - a. This should be helpful with the security issues experienced on South Campus and in an underused facility on South Campus.
  - b. Fresh keys will help with entry to the facilities
- 2. SRTC Unit Lab Inspections**
  - a. Still awaiting the inspection report
  - b. Need to move the ARISE registrations to those who are actually overseeing the spaces. Registered to those who are actually using them.
  - c. Overall, minor considerations that will be easy for resolution.
- 3. Old Willey Mills / Drying Ovens**
  - a. Had UofA electricians to complete electrical upgrades to get everything functional
  - b. Limit switches need to be added to old Wiley Mills - so they cannot be turned on while the milling chamber is open. This is a large safety hazard
  - c. Outside service vendors will complete limit switch installations for these 3 Wiley Mills!
- 4. FAPs**
  - a. Thanks to Vicky and Kim - having some of those mandatory safety training sessions on South Campus.
  - b. This allowed for the users out here to have easier access to the mandatory training outlined for this year.

## Safety Updates - Victoria Sandberg:

### Centralized Chemical Inventory & Hazardous Waste Management (CIHWM) System

- The CIHWM has their town hall on June 13th 2024. They presented the system and walked through the process of the base level chemical inventory and chemical waste process.
- Secondary meeting with Faculties scheduled for July 2nd 2024 with HSE. This will be going over:
  - *Getting you access to the system and some basic training (we are still exploring a lot ourselves)*
  - *Discussing how to best support your Faculty in this project. We know each Faculty may have different needs and so we want to make sure the lines of communications are open between us, you, and the FGMs.*
  - *Provide an update on our schedule and who has signed up*
  - *An opportunity for you to ask more questions and provide comments/feedback/suggestions.*
- Please provide any insight you have for your individual departments that you would like brought forward. The intent is the FGM, ADMs, Chair's, FSA, and designated managerial personnel to have all inclusive access.
- For the most up-to-date information please keep an eye on the [CIHWM webpage](#).
- [CIHWM Town Hall Summer 2024 Video Recording](#)
- [CIHWM Town Hall Summer 2024 Questions & Answers](#)

## Timeline



### Field Activity Plan (FAP) Updates:

	ALES	AFNS	RenR	HE	REES	OTHER	Total
<b>FAPS Submitted &amp; Reviewed</b>	9	31	56	2	1	3	<b>102</b>
<b>Completed</b>	8	24	50	2	1	3	<b>88</b>
<b>Percentage</b>	88.89%	77.41%	89.28%	100%	100%	100%	<b>92.59%</b>
<b>FAP Training (Online &amp; In-person)</b>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<b>348</b>

- Overall, the FAP submissions and revisions are going well. There have been minor hiccups surrounding the new admissions process. But, I believe ALES is doing well as this was not a drastic divergence from our previous submission process.
- **Strengths:**
  - Submissions through google form (with new timelines of 10 or 20 business days)
  - Completed required edits / suggestions as they are given by myself or Kim.
  - Completing required training (First-Aid especially)
- **Additional Support:**
  - Hazard Assessments - considerations for violence and harassment and task-based hazards.
  - Working Alone - Working alone is not suggested while completing field work.
  - Check-in Procedure - "Person A (in the field) checks in with Person B (at the UofA) at 8am (beginning of the day) and 5pm (at the end of the day) via text messaging. This is considered completed once Person B responds back."
- **Field Research Audits: (NEW)**
  - Audits - coming in late September throughout October - HSE will set up teams of two (one HSE and the FHSA) and will be reviewing documentation (FAP and Daily Field Safety Log Books) as well as conducting interviews of field research participants
  - This will include audits of the individuals reviewing as well.

#### Epi-Pens:

- HSE and OEM have recently changed the standing they have on Epi-pens thanks to Kim reaching out to OHS and confirming with them that use of them are appropriate when workers are trained in the use of them. **More communication will be drafted by HSE/OEM and this will be shared with ALES and the research community soon**
- ALES has purchased 20 Epi-Pens and these are being strategically placed throughout our Faculty and Facilities.

- ALES has continuously hosted First-Aid Sessions which covers Epi-Pen training. Additionally, we have plans to have the competent instructors also provide Epi-Pen specific training on North and South Campus.
- Current Locations of Epi-Pens across ALES can be found [here](#).
- Designated signage
  - (1) [How to use Poster](#)
  - (2) Disclaimer - "Use of any medical equipment requires training provided by a competent individual in order for yourself to be deemed competent. Please only use if you have CURRENT Standard First Aid Level C AED Training"
- **Please reference these Occupational Health and Safety Code Acts & Code requirements:**
  - **Obligations of Employers**
    - **3(2)** Every employer shall ensure that workers engaged in the work of that employer are **adequately trained** in all matters necessary to perform their work in a healthy and safe manner
    - **3(3)** If work is to be done that may endanger a worker, the employer shall ensure that the work is done
      - **by a worker who is competent to do the work**, or
      - by a worker who is working under the direct supervision of a worker who is competent to do the work.
  - As defined by the **AB OHS ACT**:
  - **"Competent"** in relation to a person means *adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.*
  - **Adequately qualified:** A worker may have formal qualifications such as a journeyman certification, diploma, degree, etc., or professional designation such as a nurse, physician, professional engineer, paramedic, etc. A worker may have informal qualifications depending on the based on informal learning or on the job learning. The employer will have to determine/assess the degree of qualifications the worker processes. In addition, training courses may qualify a worker, but workers may need more hands-on experience until the worker is suitably trained and adequately qualified.
  - **Suitably trained:** A worker may come "trained" based on certain qualifications. The employer is still required to ensure all workers are trained on all tasks, equipment, procedures, and legislative requirements for the work site. An employer cannot assume just based on the workers qualifications that the worker is knowledgeable on work site health and safety legislation and the employer requirements for the protection of all workers. Certification from a third-party training service provided does not always ensure the worker is suitably trained or adequately qualified.
  - **Sufficient experience:** The employer will now have to put together qualifications and training to determine if the worker has enough experience to begin work with no supervision, or with limited supervision.

### Supervising Safety:

- Was Due by April 28th 2024.
- We went from a **30.7% completion** at the last ALES Safety Committee and we are now sitting at **90.32% completion**. Dianne mentioned that besides the individuals determined by HSE to complete this course, additional 250 staff/students have completed this course and declaration so the actual completion rate is much higher.
- The 90% is the threshold set by HSE to achieve completion in this mandatory training.
- ALES only has 12 individuals left in order to achieve 100%.
  - Please complete the [online training](#) here and the [online declaration here](#).

### Culture of Care Summit:

- Is there anything you would specifically like to see at this event? I have joined the committee and am helping to come up with ideas and plans for this years event
- If you would like you can also submit your ideas [through this google form](#).
- For more information look [here](#).
- The Safety Summit will be taking place on **January 29th 2025**

### ALES HSE Committee annual plan (2024-2025):

- [2023 ALES Annual Safety Plan](#)
- [2024 NEW ALES Annual Safety Plan](#)
  - Please note, that this plan is currently blank.
    - Some information from the previous plan will be brought over
    - New information will be added based on the faculties needs and suggestions here.
- Feedback on wants and needs for the faculty:

### ARISE Incidents Report Review:

- Incidents: **February 29th/2024 - June 24th/2024**
- [Broken out by department \(which in ARISE there is 6 of them for ALES\)](#)
- Available in the above hyperlink or on the committee webpage for more detailed information.

Department	Date	Incidents Total	Closed	Open	SI	PSI
AFNS	<a href="#">AFNS - Feb 29th - June 24th / 2024</a>	9	9	0	0	0
Deans ALES	<a href="#">Dean ALES - Feb 29th - June 24th / 2024</a>	3	3	0	0	0
RenR	<a href="#">RenR - Feb 29th - June 24th / 2024</a>	10	9	1	0	0
Human Ecology	<a href="#">HE - Feb 29th - June 24th / 2024</a>	1	0	1	0	0
Human Nutrition Unit	<a href="#">Human Nutrition - Feb 29th - June 24th / 2024</a>	1	1	0	0	0
Rural Economy	<a href="#">Rural Economy - Feb 29th - June 24th / 2024</a>	0	0	0	0	0
	<b>Total</b>	<b>24</b>	<b>22</b>	<b>2</b>		

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
	<b>Total</b>	<b>44</b>	<b>35</b>	<b>9</b>		

- **Important Incidents:**

- LKS: Near Miss Incident of a Suspicious individual in LKS. Resulting in UAPS not taking the report being made when an individual from the unit called it in.
- Feedback on UAPS:
  - UAPS is primarily looking at the activity that is being done to make an individual suspicious. 'What they are doing'
  - Following the recent information surrounding reporting, there has been an increase in call rate, and evaluators on the lines are simply aiming to narrow the incoming calls to suspicious activity as it is hard for them to respond to an individual simply 'looking suspicious'.
  - With that being said, you should always if you feel uncomfortable or you think something is off call UAPS. This will allow UAPS to make the judgment call, which they are trained on doing, for if an officer needs to be dispatched.
  - A holistic descriptor of the individual can be given following the reported suspicious activity.
  - No email is currently available by design as they want only phone calls in order to correctly triage the incoming calls based on severity.
  - This is to be reported UAPS (first) and following this ARISE for HSE incident reporting
  - They also provided me with the [designated signage](#)

- **HSE Annual Corrective Action Report ALES**

- HSE has recently undergone changes within the ARISE system allowing them to pull data on the reported ARISE findings. This allows them to see the amount of incidents reported per faculty, severity, corrective action open/closed, number of Corrective actions per incident, etc.
- For complete information, please review [here](#).

- This was cross-compared across the 4 heaviest faculties for incidents: ALES, Science, Engineering, and FoMD.

Metric	FoMD	FoALES	FoE	FoS
Average Severity	2.18	2.02	2.18	1.98
Percentage Unsafe Work Conditions	23.1%	25.5%	35.3%	21.4%
Percentage Injury	69%	49%	44%	50%
Supervisor CAR	46.2%	60.0%	55.9%	39.3%
Average Corrective Actions	1.29	1.57	1.63	1.35
Ranking (Green = 3, Yellow = 2, Orange = 1, Red = 0)	2	11	11	5

- UAPS
  - The next UASSC meeting is set for June 18th 2024
  - [UAPS Public Incident Log](#)
  - [UAPS Public Dashboard](#)
- UAPS CART Team
  - Are available to complete security surveys of your designated area. They will help to identify high-risk points and effective controls that can be put in place to help resolve.
  - They also offer de-escalation training.
  - Please contact them through [uapssct@ualberta.ca](mailto:uapssct@ualberta.ca)

### [HSE What's New Slide](#)

- **July 26 (1000-1100) Safety & a Pastry (General Services Building 550) - ALES is hosting. Bimonthly drop in opportunity to discuss safety with HSE representatives. Come with your questions, and leave with a donut!**
- Subscribe to the [Field Research Newsletter](#)
- Brand NEW: Fall Protection Plan, Lanyard inspection, and other Fall Arrest needs.
- Information surrounding [Volunteer use of Respiratory Protective Equipment \(RPE\)](#)

### Other Items for discussion:

1. Erin Bayne - 1 more year term as FRO Director
2. Training:
  - a. FAP & Supervising Safely online elearning



- b. Individuals who are not from the Faculty - reach out to elearning people and exceptions can be made for access in order to complete the training
  - c. Secondary CCID for completion for industry users. Vicky S. keeps and allows them to complete. (Potential?)
    - i. Tracking will be difficult - guest CCIDs may be helpful
    - ii. Ross - never been too much of a hassle to set up
    - iii. Process changes can make it more difficult.
3. Travel
- a. Google forms - better system in place to allow individuals access in order to edit their submissions
  - b. Struggle due to losing emails within the email stream
4. Safety Annual Plan
- a. ALES Website addition
  - b. Make note within the Plan
  - c. Student Program - emergency preparedness at the beginning of term
  - d. Epi-pen distribution
  - e. Everyone goes through Beartracks for updating emergency contacts.
  - f. Training Matrix - All training, First-Aid, Defensive Driving, Epi-pen, etc.
  - g. More internships & more field schools. - Reach out to FoMD for a checklist.
    - i. Changes to Off-campus - something will be released soon from HSE.
    - ii. Heidi Bates - reach out for placements
5. Emeritus - they do not actually oversee anything and they are not supposed to be overseeing anyone or any space. The number of these professors is growing, so is the number of people on phased retirements
- a. Clarification with Michelle and Ksyenia in HSE for this.
  - b. Some of them have students/staff continuing, do they follow the work alone protocol?
  - c. Status for these individuals - they can have active grants - need to follow the money