FACULTY OF ENGINEERING & APPLIED SCIENCE

Faculty & Staff SAFETY Newsletter
January 2025

Upcoming Events:

Safety Charter: Sign it **NOW** on UR Self Service.

RSI Day Musculoskeletal Disorder and Injury Prevention Webinar Series
Feb 7, Feb 14, Feb 21, and Feb 28
(multiple free sessions each day)

RAMP in the Research Lab
American Chemical Society Workshop for "Recognize, Assess, Minimize, Prepare"
Feb 9: 1:00 p.m. to 4:30 p.m.
Register by Jan 31: $25 USD

Chem & Lab Safety Workshops
Feb 11: 9:00 a.m. to 11:30 a.m.
(complete online training first)

Biosafety Workshops
Feb 14: 9:00 a.m. to 11:30 a.m.
(complete Chem/Lab Safety and online training first)

Deadline to submit is February 24 for:
- 2024 inspection checklists
- site-specific orientation records
- emergency signage updates
- emergency contact updates

(see Jan 21/25 email from Engg.Safety@uregina.ca)

Safety for Supervisors
Feb 27: 8:30 a.m. to 12:00 p.m.
Mar 20: 1:00 p.m. to 4:30 p.m.

Homewood Health Sessions:

The Science of Happiness *Feb 20: 1:30 p.m. to 2:30 p.m.*

Thriving in Hybrid Work *Mar 17: 10:30 a.m. to 11:30 a.m.*

Mental Health in the Workplace *Apr 8: 3:00 p.m. to 4:00 p.m.*

Contacts:

Campus Protective Services:
306-585-4999 emergencies
306-585-4407 non-emergency

Emergency Services:
911

Engineering Safety Coordinator:
Engg.Safety@uregina.ca

Campus-Wide Health & Safety:
Health.Safety@uregina.ca

Resources:

Mental Wellness Hub
Support and resources for faculty and staff

Online Therapy Unit
Free cognitive behaviour therapy

Health and Safety Policy
For all faculty, staff and students

Local Safety Committee Meeting
Mar 20: 1:00 p.m. to 2:30 p.m.
(send your concerns/suggestions to your program/area rep)

Safety Leadership vs Safety Influence
Mar 26: 11:00 a.m. to 12:00 p.m.

Safety Committee Inspections (Dry Labs & Shops):
All semester Winter 2025

Chemical Purchasing and Hazardous Sample Acquisitions: Over the past six months, several instances have been reported where chemicals were purchased without adhering to UofR policies or hazardous samples were acquired without involving the Faculty General Office and UR Stores RIC. These practices create significant compliance challenges related to WHMIS, TDG, IATA, the National Fire Code, and other regulations, exposing us to unsafe conditions and potential financial penalties.

To address these issues, a new **Engineering Purchase Requisition Form** is being introduced. This form will include a **Safety Checklist** (page 2) to guide chemical purchases and hazardous sample acquisitions. An official announcement with details will follow soon.

In the meantime, here are some best practices to streamline the ordering process and ensure safety compliance:

- **Use the Engineering form only.** The UR Stores form lacks critical safety reminders, disclaimers, and required signature details.
- **Check your inventory first.** Ensure the chemicals or materials you need are not already in stock.
- **Purchase only what's needed.** Avoid bulk orders or stockpiling to save costs. Excess inventory can pose safety risks and increase disposal expenses annually.
- **Provide detailed information.** Include the catalog number, CAS number, and container size for each requested item.
- **Attach the SDS.** Include a link to the vendor's Safety Data Sheet (SDS) with your order.
- **Follow storage requirements.** Flammable liquids in containers larger than 4L must be stored in a flammable cabinet. Combustible liquids exceeding 20L require the same.
- **Use compliant shipping containers for hazardous samples.** For example, crude oil shipping containers must be ULC-listed (ULC/ORD-C30).
- **Plan ahead for hazardous samples.** Provide ample notice so all shipping and safety requirements can be arranged well in advance.
- **Adhere to special safeguards for certain chemicals.** Orders for chemicals such as hydrofluoric acid, peroxide formers, or highly toxic substances require additional precautions. Submit proposed Standard Operating Procedures (SOPs) to Engg.Safety@uregina.ca for review before purchasing.

By following these guidelines, we can maintain compliance, reduce risks, and ensure a smooth ordering process for everyone.

Compressed Gas Purchases must follow the same process as mentioned for chemical purchases. The NFC limits how many cylinders we can have in each lab: for each cylinder in use, we are permitted one spare in the same room. Before ordering, ensure you have adequate space to accommodate the cylinder, with wall or bench clamps and straps or chains. Propane cylinders >5lb are not permitted indoors; we are permitted a maximum of four 5lb cylinders per lab. And like toxic chemical orders, toxic gas orders require additional safeguards before purchasing. Send proposed SOPs to Engg.Safety@uregina.ca.

Equipment Purchases: The upcoming Engineering Purchase Requisition Form (announcement coming soon) will include a helpful Checklist for Equipment Purchases. This checklist is designed to ensure safety, regulatory compliance, and a smooth procurement process by addressing potential challenges before the order is placed.

Key considerations include verifying that the equipment:

- Is certified for use in Saskatchewan by a recognized testing agency.
- Meets all specialized installation requirements, such as electrical connections, ventilation, gas or air supply, water supply, and clearance.

By following this checklist, you can minimize unexpected costs and delays related to installation while ensuring compliance with safety standards.

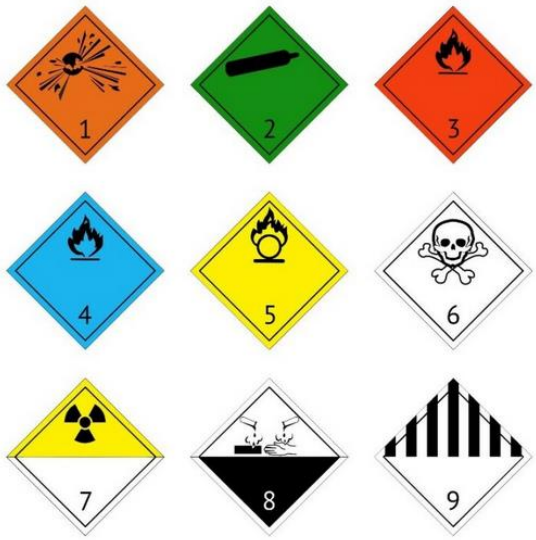
Safety Reminders for Lab Users:

- A chemical exposure incident last year reminded us of the importance of hand hygiene in the labs. This incident was attributed at least in part to the absence of handwashing supplies. Reminder that hand soap and paper towels are provided free of charge by the faculty, but you must let us know when you need them! Contact Engg.Safety@uregina.ca.

- An audit of the faculty's spill kit contents revealed that many kits are missing supplies, yet no chemical spills had been reported. ALL chemical spills are considered an incident and need to be reported. This is to ensure sufficient cleanup, treatment of injuries (if applicable), documentation of potential exposures, root cause investigation, and to ensure the contents of the spill kits are replaced. Incidents can be reported here.

- There have been many new lab access requests rejected because the hazard assessment was missing. This is the supervisor's responsibility. The online approval process includes instructions for uploading, along with a link to the form. Note this is only needed for NEW access requests, not renewals. Computer labs are exempt completely.

- A recent audit by Transport Canada showed many issues with "misleading labels". TDG-labeled boxes and containers are being reused for other purposes, or discarded, without removing the TDG labels. Please check for this in your labs and ensure these labels are removed before reusing or discarding. TDG labels are similar to WHMIS.



Safety Reminders for All Student Supervisors:

- Many student access requests have been rejected recently, as they have been requesting access to unauthorized areas (labs that do not belong to their supervisor, undergrad labs, faculty/staff offices, etc.). Please check the location carefully before approving these requests online. If your MASc/PhD student wants to apply for an office space, they need to be added to the Waitlist FIRST, before requesting keys.

Safety Reminders for EVERYONE:

- If **traveling**, remember to complete your Travel Authorization Form online (everyone) **AND** the Faculty's Absence From Campus Information (for those teaching/supervising) **at least one week** before leaving. This is for YOUR benefit, to ensure you have insurance coverage during your travels. It is also vital to ensure plans are in place for student supervision during your absence.

  → Many of you HAVE submitted the Absence of Campus Information but used an old form. **Make sure you are using the correct form**, updated in May 2024. You can find it on UR Source.

  → The correct form specifies: *"**For absences less than 2 business days**, academic staff members are responsible supervision with each graduate student by telephone or emails. **For absences greater than 2 days**, please designate an academic staff member (with appropriate expertise and training) to supervise graduate students and handle any minor emergencies in your research laboratory"*.

- Feeling some aches and pains associated with your workspace or tasks? The UofR offers free **ergonomic** training and assessments. Contact hwa@uregina.ca to make arrangements.

- The UofR has announced a new, general **Health and Safety Orientation**. This orientation is now mandatory for all faculty and staff, even if you have been here for years (there is something new for everyone!) Please complete before the end of Winter 2025. You can self-enroll via the Health and Safety web page.

- A recent incident showed us that many faculty, staff and students are unaware of the free **Student Health Centre** on campus. If you have a student needing medical support (non-urgent), you can direct them there. Located on the main floor of **Paskwāw Tower**, the clinic is open Monday to Friday, 8:15 a.m. to 4:30 p.m. Appointments are required. To book, students can email Health_Clinic@uregina.ca or schedule online: Student Health Clinic. Students can visit the Nurse Practitioner for a wide range of medical services, including:

  ✅ General medical care & minor injuries
  ✅ Treatment for common infections
  ✅ Specialist referrals & prescription refills
  ✅ Sexual health, contraception & reproductive care
  ✅ Health screenings, education & preventative care

University of Regina

SAFETY ADVISORY

Chemical Safety



Incident 1:
An old glass bottle of Glyoxal (a hazardous chemical) was found broken in a fridge during chemical inventory.

Due to the age of the chemical, it was likely the bottle cracked during polymerization over time.

Extreme caution and hours of time were spent to ensure proper and safe clean up.

Incident 2:
A plastic bottle of chemical became brittle with age and broke during routine handling causing a chemical exposure.

What Can be Done to Prevent These Types of Incidents?

- ☆ Review and take stock of chemical inventory on a regular basis.
- ☆ Dispose of all compromised containers or legacy chemicals that are no longer in use, or those that may become more hazardous over time.

WHMIS Labelling Requirements

- When conducting an inventory, chemicals purchased prior to 2015 must have workplace labels printed and affixed manually by the Health & Safety WHMIS Coordinator. Supplier labels are **not** WHMIS compliant (contain signal word, pictograms, and hazard/precautionary statements).
- Due to the presence of numerous old, unused, and legacy chemicals in the area where Incident 1 occurred, the Health & Safety WHMIS Coordinator had to dedicate approximately two months time to apply the necessary labels to bring these products to compliance.
- Decanted product containers also require proper WHMIS labelling.

Cost

- $ The University of Regina current contract with ***GFL Environmental Inc***. for hazardous waste disposal will expire this summer; the cost for disposing of chemicals will increase dramatically.
- $ Take this opportunity to review chemical inventories and dispose of unnecessary and legacy chemicals ***as soon as possible.***
- $ Ensure all unlabelled chemicals are identified prior to disposal. Disposing of unknown substances is exorbitantly expensive!

Meet our Safety Team! Each month we will highlight people in our faculty who are "safety champions". These are people who truly care about your safety and can provide support for any safety, health, and wellness issues that may arise.

This month, we would like to highlight Muhammad, the Undergraduate Student Representative on the Local Safety Committee:

" Hello! My name is Muhammad Tariq, and I am a fourth year Software Systems Engineering student. In my free time I enjoy spending time with friends, building Lego models, and volunteering in the community! I also have the privilege of serving as the Vice President of University Affairs for the Regina Engineering Student Society (RESS). Part of my duties with the RESS involves representing undergraduate students at the Engineering Local Safety Committee meetings, held four times a year. This committee advises the faculty on policies and procedures to enhance safety in teaching and research, ensuring that health and safety protocols are consistently upheld in areas such as our labs. If you have any safety concerns or suggestions, please don't hesitate to reach out to me at ***ress.universityaffairs@uregina.ca****. Your feedback is invaluable in maintaining a safe and effective learning environment for everyone in the faculty!"*

Have an idea for a future newsletter? Is there a safety issue you have been dealing with? Doing research with a safety focus? Email Engg.Safety@uregina.ca. We would love to hear from you!

Engineers hold paramount the safety, health and welfare of the public and protection of the environment and promote health and safety within the workplace (APEGS Code of Ethics).