

# Contact Report

## Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

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| <b>Legal Name:</b><br>MOUNT ROYAL UNIVERSITY operating as MOUNT ROYAL UNIVERSITY | <b>Employer Representative/Title:</b><br>Caroline Butler / Safety Officer - EH&S |
| <b>Work Site Party Name Provided:</b>  | <b>Phone Number:</b><br>(403) 440-6817   |
| <b>Work Site Address:</b><br>4825 Mount Royal Gate SE, Calgary, ALBERTA          | <b>Email Address:</b><br>cbutler@mtroyal.ca                                      |
| <b>Site Name / Description:</b><br>Lab B255                                      | <b>OHS Officer:</b><br>T.Iwaskiw and K.McGrath                                   |

### Contact Activities

| Item       | Details  | Date               |
|------------|--|--------------------|
| Inspection | <p>On 2019/09/03, Occupational Health and Safety (OHS) Officers met with the Safety Officer, Team Lead and Laboratory Safety Specialist with Environmental Health &amp; Safety (EHS) with Mount Royal University (MRU) in response to a complaint received by Alberta Occupational Health and Safety for Lab B255 located on the MRU Campus. The MRU Environmental Health &amp; Safety Team Lead was also identified as a member of the MRU Joint Work Site Health and Safety Committee (JWHSC).</p> <p>The Safety Officer, Team Lead and Laboratory Safety Specialist with EHS MRU stated that there was a complaint regarding the ductless fume hood located in Lab B255, an incident investigation was conducted and as a result corrective actions were being implemented and included but were not limited to: the collection of air samples as part of a hygiene assessment, removal the ductless fume hood from service, establishment of a maintenance program, installation of alarms on all fume hoods as well as the development of a Laboratory Safety Manual including Position Hazard Assessment.</p> <p>At the time of the inspection, OHS Officers observed the ductless fume hood located in Lab B255, the ductless fume hood was observed with a red DO NOT USE Tag which was dated Nov 15, 2017. In addition, Lab B255 had been repurposed in May 2019 from a wet lab to a dry lab. OHS Officers observed an emergency shower, plumbed in eye wash station, Alberta Number 2 First Aid Kit along with a Chemical Spill Kit.</p> <p>OHS Officers also observed Lab B281 and the fume hoods within the lab were observed to be equipped with alarms, Superior Testing Services Certificate Stickers on each of the fume hoods observed with a Test Date of 17 Jul 2019 and sash height markings for the fume hood front cover. OHS Officers also observed an emergency shower, plumbed in eye wash station, Alberta Number 2 First Aid Kit along with a Chemical Spill Kit in Lab B281.</p> | September 03, 2019 |

The Safety Officer, Team Lead and Laboratory Safety Specialist with EHS MRU stated that air testing had been completed in Lab B255 and provided to OHS Officers an electronic copy of the EHS Partnerships Ltd., Limited Industrial Hygiene Assessment in the B Wing at Mount Royal University, Calgary, AB which referenced air samples collected in B255 (Biology Research Lab), B232 (Laboratory Resource Centre), B233 (Department of Chemistry & Biology) and B275A (Office of Chemistry Help Room).

In addition, the Safety Officer, Team Lead and Laboratory Safety Specialist with EHS MRU also provided an electronic copy of the Mount Royal University Position Hazard Assessment and Control Form identifying Tasks, Associated Hazards with Task, Existing Controls for Each Hazard either being Engineering Controls, Administrative Control or Personal Protective Equipment for Laboratory Personal. EHS MRU also provided a link to the electronic copy of the Laboratory Safety Manual which includes but was not limited to: Hazard Assessment, Orientation and Training, Emergency Response, Safe Work Procedures which included a Safe Work Procedure for Fume Hoods - Procedures For Maintenance and Use as well as Laboratory Safety Safe Work Procedures.

Occupational Health and Safety will not retain the electronic copies of the EHS Partnerships Ltd. Limited Industrial Hygiene Assessment, MRU Position Hazard Assessment and Control Form or the link to the Laboratory Safety Manual.

This Contact Report was delivered electronically to: Caroline Butler, Robert Siklodi & Raymond Yu on September 04, 2019

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be posted in a conspicuous place as soon as practicable until conditions have been met.

Section 70 and 71 of the Occupational Health and Safety Act allow for orders and some decisions to be reviewed and/or appealed. Visit [alberta.ca/labour-and-immigration.aspx](http://alberta.ca/labour-and-immigration.aspx) or call 1-866-415-8690 for more information. The initiation of a review or appeal does not suspend the order or decision unless a stay is granted. Requests for review and/or appeal must be initiated within 30 days of the initial date of service.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: [www.qp.alberta.ca](http://www.qp.alberta.ca)

There are two mandatory courses for Health and Safety Committee Co-Chairs and Health and Safety Representatives to help them understand their roles: Part 1 pre-requisite training (2 hours) and Part 2 training (6 hours). Part 1 pre-requisite training is provided at no charge. Those who successfully complete the courses will receive a certificate for each and eight hours of credit towards their annual training requirement. This training must be taken from an approved training provider identified by Alberta Labour and Immigration. Please visit [www.alberta.ca/health-safety-committee-representative-training.aspx](http://www.alberta.ca/health-safety-committee-representative-training.aspx) for more information.

For assistance with your health and safety program, please contact one of the health and safety associations below:

These associations are funded through a levy on employer's WCB premiums:

Alberta Construction Safety Association (ACSA) [www.youracsa.ca](http://www.youracsa.ca)  
Alberta Hospitality Safety Association (AHSA) [www.ahsa.ca](http://www.ahsa.ca)  
Alberta Motor Transport Association (AMTA) [amta.ca](http://amta.ca)  
Alberta Municipal Health and Safety Association (AMHSA) [amhsa.net](http://amhsa.net)  
Continuing Care Safety Association (CCSA) [www.continuingcaresafety.ca](http://www.continuingcaresafety.ca)  
Energy Safety Canada [www.enform.ca](http://www.enform.ca)  
Manufacturers' Health and Safety Association (MHSA) [www.mhsa.ab.ca](http://www.mhsa.ab.ca)

These associations operate on a fee-for-service basis:

Alberta Association for Safety Partnerships (AASP) [www.aasp.ca](http://www.aasp.ca)  
Alberta Food Processors Association [www.afpa.com](http://www.afpa.com)  
Alberta Forest Products Association (AFPA) [www.albertaforestproducts.ca](http://www.albertaforestproducts.ca)  
Alberta Mine Safety Association [www.abminesafety.ca](http://www.abminesafety.ca)  
Alberta Safety Council (ASC) [www.safetycouncil.ab.ca](http://www.safetycouncil.ab.ca)  
Western Wood Truss Association of Alberta [www.wwta.ab.ca](http://www.wwta.ab.ca)

For more information on the Certificate of Recognition program, visit Partnerships in Injury Reduction at [alberta.ca/partnerships-injury-reduction.aspx](http://alberta.ca/partnerships-injury-reduction.aspx).