

## Minutes

<b>Name of Committee</b>	College of Engineering – Local Safety Committee				
<b>Worksite Mailing Address &amp; Postal Code</b>	Rm 3B48	<b>Total # of workers in workplace</b>	+/- 170		
	Engineering Building		<b>Meeting date &amp; time</b>	April 30th, 2015 @ 14:30 ENG 1A47.1	
	57 Campus Drive			<b>Date of Next Meeting</b>	May 28th, 2015
Saskatoon, SK S7N 5A9					
<b>Members</b>	<b>Occupation of Representative</b>	Attendance Y/N	<b>Members</b>	<b>Occupation of Representative</b>	Attendance Y/N
V. Bendig (Co-Chair)	Dean's Office COO/CFO	Y	L. Roth (Co-Chair)	CBE Technician	Y
A. McDonald	Committee Secretary	Y	T. Zintel	Fire Warden	Y
D. Hart/ R. Dahlgren	WSEP	N	D. Pavier/ B. Pokoyoway	CGE Technician	Y
K. Aberdeen	OHC		B. Wilson	E-Shops	N
M. Bardouh	Building zone Manager	Y	J. Pannell	ECE Tech	N
E. Nordquist	Sci-Fi Camp Director	Y	D. Lynch	ECE Faculty	Y
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	Y	A. Olubamiji	Graduate Student	Y
A. Book	Shops Coordinator	Y			

<b>AGENDA ITEM</b>		<b>ACTION ITEM / SUPPORTING DOCS</b>
<b>1</b>	<b>INTRODUCTIONS</b>	
	Introduction of any guests or new members - <i>L. Roth/V. Bendig</i> <ul style="list-style-type: none"> <li>S. Alam</li> <li>M. Hill</li> </ul>	
<b>II.</b>	<b>APPROVAL OF AGENDA</b>	
a.	<b>Motion:</b> To approve the agenda as circulated on April 30th, 2015 <b>Moved:</b> L. Roth <b>Seconded:</b> M. Bardouh	
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>	
b.	<b>Motion:</b> To approve the minutes from March 26th, 2015 as circulated on April 28th, 2015 <b>Moved:</b> L. Roth <b>Seconded:</b> V. Bendig	
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<b>HSEMS – D. Hart (D. Hart not present)</b>	
b.	<b>Chemical Security Subcommittee – V. Bendig</b> <ul style="list-style-type: none"> <li>In process of hiring students for doing refresh inventory with Andrea.</li> <li>'ChemOVntroy' proposed possible name of location for chemicals.</li> </ul>	

<p>c.</p> <p>d.</p>	<p><b>Safety Day Planning Committee – L. Roth</b></p> <ul style="list-style-type: none"> <li>• Letter went out to industry and college today (April 30/15). Amanda to phone on bounce back emails. Dennard and Louis already getting replies.</li> <li>• Dwight Beech just finished the class build for September – L. Roth to get this timetable information from ESC. L. Roth to forward relevant info to V. Bendig, as she is meeting with Graham Construction.</li> </ul> <p><b>Apparatus and Equipment Safety Policy Subcommittee – T. Zintel</b></p> <ul style="list-style-type: none"> <li>• Document and policy based on report and was waiting for Richard’s review, and it was distributed at 5:00 April 29<sup>th</sup>electronically.</li> <li>• Department reps from LSC need to review this and have this make sense and be on board with – for this to be critical to the success of the policy.</li> <li>• When policy does get approved by CEC, no LSC member will be surprised of what is contained in said policy. Trevor is going to seek out the department reps from LSC for them to all be present at said CEC meeting.</li> <li>• Veronica would like these edits sent electronically.</li> </ul>	<p><b>**Note Name change of Subcommittee (from HAZOP)</b></p>
<p><b>IV. Outstanding Business</b></p>		
<p>a.</p>	<p><b>Cylinder Storage Management Update – A. Book</b></p> <ul style="list-style-type: none"> <li>• Andrea has collected account numbers, and is in process of opening new accounts.</li> <li>• First part of the audit complete, phase 2 will begin with Praxair. Still in Progress. CBE accounts being opened.</li> </ul>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>
<p>b.</p>	<p><b>Engineering ERP (Emergency Response Plan) – D. Hart/T. Zintel - Trevor</b></p> <ul style="list-style-type: none"> <li>• Transportation of injured persons, if you aren’t licensed to do so, you can’t be “chauffeur”. Original wording needs to be doctored in a way (being careful) not to falsely direct. Security services are giving guidelines for this document.</li> <li>• Trevor is making sure that campus police are contacted in the event of an emergency.</li> <li>• Veronica recommended a cliffs notes version.</li> <li>• D. Hart and T. Zintel believe document is ready to go to Committee for review.</li> </ul> <p><b>Motion:</b> To approve CoE’s Emergency Response Plan (ERP)  <b>Moved:</b> T. Zintel  <b>Seconded:</b> V. Bendig  <b>Obtained:</b> None  <b>Opposed:</b> None  <b>In favour:</b> ALL</p>	<p><b>Action:</b> T. Zintel Motion to approve ERP</p> <p><b>Status:</b> Approved by LSC, April 30, 2015.</p>
<p>c.</p>	<p><b>Carbon Nanoparticle Research – L. Roth</b></p> <ul style="list-style-type: none"> <li>• Emma’s work is completed. Researchers say that all Nanoparticle Research is on hold.</li> <li>• <b>CNT Risk management</b> – needs to go through CEC to become policy.</li> <li>• Louis and rest of LSC now have until the next meeting (May 28/15) to give feedback on this document: SOP for Arc Discharge setup for SNHs Generation (1D04) &amp; CNP Risk Management Policy.</li> </ul>	<p><b>Action:</b> Feedback needed on CNT Risk Management policy</p> <p><b>Status:</b> Ongoing</p>
<p>d.</p>	<p><b>First Aid/AED RECERTIFICATION – V. Bendig/A. McDonald</b></p> <ul style="list-style-type: none"> <li>• Invitations extended to executive grad groups in the college in an effort to fill the last two remaining spots.</li> <li>• Date of training is tentatively set for Friday May 29<sup>th</sup>, 2015.</li> <li>• M. Hill will be joining the scheduled training.</li> </ul>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>

e.	<p><b>Engineering Building Inspection Deficiencies – V. Bendig</b></p> <ul style="list-style-type: none"> <li>• LSC members to carry on with inspections of their areas of work and report.</li> <li>• This item will be taken off meeting agenda.</li> <li>• We are going to continue from here by looking at the individual regular inspection reports by department.</li> <li>• LSC to keep track of these projects and inspections – following up is our responsibility and the status of these “WIRFS”.</li> </ul>	<p><b>Action:</b></p> <p><b>Status:</b> CLOSED</p>
f.	<p><b>Incident – Smoke release into building – D. Hart</b> (D. Hart not at meeting to report)</p>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>
g.	<p><b>Pilot Plant Odours – D. Hart</b></p> <ul style="list-style-type: none"> <li>• L. Roth and D. Hart to develop pilot plant pit use and protocols.</li> <li>• Resolved. The floor drains into waste or sanitary.</li> <li>• Kevin Carter and D. Pavier to report any future spills.</li> </ul>	<p><b>Action:</b></p> <p><b>Status:</b> COMPLETE</p>
h.	<p><b>NAOSH Week – D. Hart</b></p> <ul style="list-style-type: none"> <li>• L. Roth sent emails regarding the events happening next week.</li> <li>• If anyone wants to go, they are more than welcome. Any events organized by Patrick, anyone is welcome to attend.</li> </ul>	<p><b>Action:</b> May 3-8, 2015</p> <p><b>Status:</b> COMPLETE</p>
i.	<p><b>Incident – Hot press safety lock – D. Hart</b> (Darryl not at meeting to report)</p>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>
j.	<p><b>Incident – Chemical storage vessel explosion – D. Hart</b> (Darryl not at meeting to report)</p>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>
k.	<p><b>Safety Communications – V. Bendig</b></p> <ul style="list-style-type: none"> <li>• Safety bulletin will be posted and sent to everyone in the college.</li> <li>• Kate will post on the website – we don’t have anything new to report.</li> <li>• This will be posted quarterly.</li> </ul>	<p><b>Action:</b></p> <p><b>Status:</b> In Development</p>
l.	<p><b>Scanned Card Readers – V. Bendig</b></p> <p>This is a project to be developed over the summer. Report back from your departments regarding lab safety, and the proof shown as to who has taken the training in your departments’ labs. We need to be able to prove safety training in our labs to Accreditation.</p>	<p><b>Action:</b></p> <p><b>Status:</b> Ongoing</p>
<b>V.</b>	<b>Incident Reports</b>	
	No incidents.	Incident Safety Reports – V. Bendig
<b>VI.</b>	<b>Inspection Report</b>	
	<p>March 2015 Report</p> <p>Annual Inspection – between May and June – inspection teams to get reports done by the end of the summer.</p>	Inspection Report – L. Roth

<b>VII.</b>	<b>New Business</b>	
	<p><b>1<sup>st</sup> Town Hall meeting – for Graduate Students – A. Olubamiji</b></p> <ul style="list-style-type: none"> <li>• Safety was voted on to have someone from LSC speak for 15 minutes. Will be in the spring/summer session, approved from the Dean’s office and CGSR.</li> <li>• Veronica would be happy to come and speak. Letting the grads know where/what safety resources are available. D. Hart should be invited as well.</li> </ul> <p><b>T. Zintel Moving – T. Tintel</b></p> <ul style="list-style-type: none"> <li>• T. Zintel’s office is moving into Peterson Building in the month of May 2015.</li> <li>• Recruitment for a new building fire warden and rep for the LSC to start.</li> <li>• Veronica to send out a call for volunteer to the college. Responsibilities will be sorted out with T. Zintel’s help.</li> </ul>	
<b>VIII.</b>	<b>Roundtable</b>	
	No Roundtable discussion.	
	<b>Meeting Adjourned</b>	
	<p><b>Motion:</b> To adjourn the College of Engineering Local Safety Committee Meeting of April 30<sup>th</sup>, 2015.</p> <p><b>Moved:</b> L. Roth/V. Bendig</p> <p><b>Seconded:</b> D. Bitner</p>	<b>3:33</b>
<p><b>Distribute copies as follows:</b>  Copy 1 - Permanent Committee Files (N:\DeansOffice\Committees\Local Safety Committee)  Copy 2 - Permanent Committee Files (N:\LSC)  Copy 3 - Sent to LSC via email on May 25, 2015: <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a></p>		