

Minutes

Name of Committee	College of Engineering – Local Safety Committee				
Worksite Mailing Address & Postal Code	Rm 3B48	Total # of workers in workplace		+/- 170	
	Engineering Building	Meeting date & time		March 26th, 2015 @ 14:30 ENG 1A47.1	
	57 Campus Drive	Date of Next Meeting		April 30th, 2015	
Saskatoon, SK S7N 5A9					
Members	Occupation of Representative	Attendance Y/N	Members	Occupation of Representative	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	N
D. Hart/ R. Dahlgren	WSEP	Y	D. Pavier/ B. Pokoyoway	CGE Technician	Y
K. Aberdeen	OHC	N	B. Wilson	E-Shops	Y
M. Bardouh	Building zone Manager	Y	J. Pannell	ECE Tech	Y
E. Nordquist	Sci-Fi Camp Director	N	D. Lynch	ECE Faculty	Y
D. Bitner	ME Technician	Y	V. Meda	CBE Faculty	N
T. Gadzella	Undergrad Student	N	A. Olubamiji	Graduate Student	N
A. Book	Shops Coordinator	Y			

AGENDA ITEM		ACTION ITEM / SUPPORTING DOCS
1	INTRODUCTIONS	
	Introduction of Amanda McDonald, College Resource Coordinator who will be serving as committee secretary. - <i>V. Bendig</i>	
II.	APPROVAL OF AGENDA	
a.	Motion: To approve the agenda as circulated on March 23, 2015 Moved: L. Roth Seconded: M. Bardouh	Carried
III.	REVIEW AND APPROVAL OF PRIOR MINUTES	
b.	Motion: To approve the minutes from February 27, 2015 as circulated on March 12, 2015 Moved: L. Roth Seconded: D. Bitner	Carried
III.	Updates from Safety Committees or Subcommittees	
a.	HSEMS – D. Hart Veronica, Louis and Darryl to have a meeting of how to initiate (SMS) in certain departments.	Ongoing
b.	Chemical Security Subcommittee – V. Bendig Update to Veronica shortly.	Ongoing

c.	<p>Safety Day Planning Committee – L. Roth</p> <ul style="list-style-type: none"> • Invitation to Industry is being prepared by Amanda. Louis and Dennard to review, after drafting stage, to be sent up to Meghan for approval/edits. Amanda to also update Industry contact listing. • Veronica spoke with Jennifer Ruskowski from WCB. WCB would like to present. • Veronica presented possibility of social media topic session. Info Session of responsibilities of students and staff. Veronica to contact Brian to get overview and how we could incorporate this. 	Ongoing
d.	<p>HAZOP Subcommittee – T. Zintel</p> <p>Final version of SOP completed and waiting for review from R. Evitts. Upon completion, the document will go to Executive meeting for adoption.</p>	Ongoing
IV. Outstanding Business		
a.	<p>Cylinder Storage Management Update – A. Book</p> <ul style="list-style-type: none"> • The overfull cylinder cage has been emptied and the door modifications are complete. • An audit will be conducted in April of who is ordering, and who has keys to the storage cage. • Andrea to manage the orders for CBE, and eventually the college. Andrea has collected account numbers, and is in process of opening new accounts. 	<p>Action: Audit to be conducted, CBE accounts being opened.</p> <p>Status: Ongoing</p>
b.	<p>Engineering ERP – D. Hart/T. Zintel</p> <ul style="list-style-type: none"> • In non-major emergencies, people are to contact friends and family, take a cab to minor emergency. • ERP document circulated to members of LSC on March 26th. Please make comments and suggestions and email Darryl by April 24th. Darryl will have final draft ready for April 30th LSC meeting. 	<p>Action: LSC to review/comment and email Darryl by April 24, 2015.</p> <p>Status: In progress</p>
c.	<p>Carbon Nanoparticle Research – L. Roth</p> <p>Emma’s work is completed. Researchers say that all Nanoparticle Research is on hold.</p>	<p>Action:</p> <p>Status: On hold</p>
d.	<p>Testing Eyewash & Shower Stations – D. Hart</p> <p>Documentation to departments.</p>	<p>Action: D. Hart to drop off forms to departments</p> <p>Status: CLOSED</p>
e.	<p>First Aid/AED – V. Bendig/A. McDonald</p> <ul style="list-style-type: none"> • First Aid/AED training to happen early so as to encourage faculty and staff from losing their certification. – There are funds for LSC members. • Dennard suggested the last week of May would work for his schedule. Amanda said this was fine, as there was no other feedback so far from LSC – and St. John’s has yet to get back to her scheduling email. 	<p>Action: A. McDonald to schedule</p> <p>Status: Ongoing</p>
f.	<p>Engineering Building Inspection Deficiencies – V. Bendig</p> <p>CBE has made great progress, corrections are being made. LSC members to carry on with inspections of their areas.</p>	<p>Action: LSC members to inspect their area</p> <p>Status: Ongoing</p>
g.	<p>Incident – Smoke release into building – D. Hart</p> <p>B. Wilson stated that Fume Hood was working on the project.</p>	<p>Action: Fume Hood made by eShops</p> <p>Status: Ongoing</p>

h.	<p>Pilot Plant Odours – D. Hart</p> <ul style="list-style-type: none"> • Louis and Darryl to develop pilot plant pit use and protocols. • Louis to follow up on water in pit (if it is gone). 	<p>Action: L. Roth to follow up – D. Hart & L. Roth to develop protocols</p> <p>Status: Ongoing</p>
i.	<p>NAOSH Week – D. Hart</p> <p>Darryl is working on getting presenters.</p>	<p>Action: Status update May 2015</p> <p>Status: In preparation</p>
j.	<p>Incident – Hot press safety lock – D. Hart</p> <p>Veronica confirmed new equipment has been ordered.</p>	<p>Action:</p> <p>Status: Ongoing</p>
k.	<p>Incident – Chemical storage vessel explosion – D. Hart</p> <p>There is an attachment for these chemical storage vessels to be used interim. Until Darryl hears back from the Ministry regarding the Dangerous Occurrence, corrections have to wait.</p>	<p>Action: D. Hart waiting for feedback from Ministry</p> <p>Status: Ongoing</p>
l.	<p>Safety Communications – V. Bendig</p> <p>Veronica provided a mock-up safety bulletin that will be posted and sent to everyone in the college. A quarterly one-pager with responsibilities, info, facts, and catchy sensational headlines. Objective: how are we fixing/helping the college?</p>	<p>Action:</p> <p>Status: In Development</p>
j.	<p>Unleashed Dog Incident – D. Hart</p> <p>Student's cast comes off March 27th.</p>	<p>Action:</p> <p>Status: COMPLETE</p>
V.	Incident Reports	
	No incidents in March 2015	<i>Incident Safety Report – V. Bendig</i>
VI.	Inspection Reports	
	<p>February 2015 Report</p> <p>2DWing – Similar issues to January 2015 report. Mehdi has taken this to get corrections. Hoping to see corrections in March 2015 report, if not the Dean will get involved.</p>	<p>N:\LSC\2014-15\Inspection results for Rooms 2D03, 2D14 2D16 and the Pilot Plant (1D04)March 3, 2015.docx</p>
VII.	New Business	
	<p>Scanned Card Readers – V. Bendig</p> <p>Lab Safety – We (the college) need to be able to prove of who has taken safety training in labs to the Accreditation Board. Labs/Departments are currently documenting in their own fashion. How do we support?</p>	<p>Action: Take this back to your departments for discussion.</p> <p>Status: Ongoing</p>
VIII.	Roundtable	
	<p>E-Cigarettes</p> <p>College Execs have doctored a temporary solution (policy in writing when students are caught smoking e-cigarettes) until the University has finished revising the smoking policy to incorporate e-cigarettes and the like.</p>	<p>V. Bendig</p>

	<p>OH&S Level One Training: Veronica taking training resulted in the following:</p> <ul style="list-style-type: none"> • Veronica and Louis to be signing off on minutes resulting from monthly meetings held by LSC. • Everything discussed in a LSC meeting is in strict confidence; we need to be careful with ensuring confidential information and individual identities are protected. • Respiratory protection: U of S Safety Resources is to fit every individual who wears one. • We as the LSC are protected from law suits as members of a committee performing services to improve safety in any/a specific location. We cannot be held liable. • We should have more smell detectors in the college. Rob to train LSC on smell detectors. Where should we store smell detectors? • We are getting a 2nd AED – Wellness Resources has a map of where it should be, however we have input. 	
Meeting Adjourned		
	<p>Motion: To adjourn the College of Engineering Local Safety Committee Meeting of March 26, 2015. Moved: L. Roth/V. Bendig Seconded: D. Pavier</p>	<p>Carried 15:50</p>
<p>Distribute copies as follows: Copy 1 - Permanent Committee Files (N:\DeansOffice\Committees\Local Safety Committee) Copy 2 - Permanent Committee Files (N:\LSC\Minutes) Copy 3 - Sent to LSC via email on April 24, 2015: enrg_lsc@usask.ca</p>		