

## 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>	May 28th, 2015 @ 14:30 ENG 1A47.1	
	57 Campus Drive			<b>Date of Next Meeting</b>	June 25th, 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	<b>Y</b>	L. Roth (Co-Chair)	CBE Technician	<b>Y</b>
A. McDonald	Committee Secretary	<b>Y</b>	T. Zintel	Fire Warden	<b>Y</b>
D. Hart/ R. Dahlgren	WSEP	<b>Y</b>	D. Pavier/ B. Pokoyoway	CGE Technician	<b>Y</b>
K. Aberdeen	OHC	<b>N</b>	B. Wilson	E-Shops	<b>Y</b>
M. Bardouh	Building zone Manager	<b>Y</b>	J. Pannell	ECE Tech	<b>Y</b>
E. Nordquist	Sci-Fi Camp Director	<b>Y</b>	D. Lynch	ECE Faculty	<b>Y</b>
D. Bitner	ME Technician	<b>N</b>	S. Alam	CBE Faculty	<b>Y</b>
M. Hill	Undergrad Student	<b>N</b>	A. Olubamiji	Graduate Student	<b>N</b>
A. Book	Shops Coordinator	<b>N</b>			

AGENDA ITEM	ACTION ITEM / SUPPORTING DOCS
<b>1</b>	<b>INTRODUCTIONS</b>
	Introduction of any guests or new members - <i>L. Roth/V. Bendig</i> <b>Guest:</b> <i>Bill Osborn – Protective Services (Campus Safety)</i>
<b>II.</b>	<b>APPROVAL OF AGENDA</b>
a.	<b>Motion:</b> To approve the agenda as circulated on May 28th, 2015 <b>Moved:</b> T. Zintel <b>Seconded:</b> <b>M. Bardouh</b>
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>
b.	<b>Motion:</b> To approve the minutes from April 30th, 2015 as circulated on May 25, 2015 <b>Moved:</b> B. Pokoyoway <b>Seconded:</b> <b>M. Bardouh</b>
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>
a.	<p><b>HSEMS – D. Hart</b> <b>Change of Name: SMS Safety Management System</b></p> <ul style="list-style-type: none"> <li>• All hallway units of eye washes and showers are the responsibility of BSTs and the ones in labs are the responsibility of the lab.</li> <li>• Non-CSA electrical adaptors are being used – if these are being used, and not CSA approved, they are not to be used. – The signage is made. <ul style="list-style-type: none"> <li>○ A memo should be made and sent out to college to this affect. Including the annual distribution list that gets sent to grad students (at orientation times of year) and posted on the college website.</li> </ul> </li> <li>• D. Hart brought a Fire Marshall letter regarding tampering with fire safety on campus. Darrell passed around this letter so that the LSC was aware of what was going on – students are being prosecuted for such crimes in campus residential.</li> </ul> <p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Locations of eye washes &amp; showers</li> <li>• DO NOT USE – Electrical Adaptor</li> <li>• 2015 PSA Tampering with Fire Alarms</li> </ul>

b.	<b>Chemical Security Subcommittee – V. Bendig</b> <ul style="list-style-type: none"> <li>• Two (2) summer students doing inventory of chemicals. (Rob Peace and Kevin Carter) are supervising.</li> <li>• They are labelling, colour coding, and taking pictures of all the chemicals. The unknown chemicals will be secured and separated until otherwise.</li> </ul>	
c.	<b>Safety Day Planning Committee – L. Roth/D. Lynch</b> <ul style="list-style-type: none"> <li>• Members met today and have work to do and figure out which labs will work for September 9<sup>th</sup> and 10<sup>th</sup>. Format is also being decided.</li> <li>• Ways of determining students will retained info was brainstormed.</li> <li>• Next safety day meeting early July.</li> </ul>	
d.	<b>Apparatus and Equipment Safety Policy Subcommittee – T. Zintel</b> <i>Meeting for 18<sup>th</sup> (tentative) find an executive.</i>	
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<b>Cylinder Storage Management Update – A. Book (B. Wilson for A. Book)</b> <ul style="list-style-type: none"> <li>• Repaving of the entire alleyway to make it easier for delivery. This is happening next week (June 1).</li> <li>• The moving of cylinders – did FMD or Praxair move them?</li> </ul>	<b>Action:</b>  <b>Status:</b> Ongoing
b.	<b>Engineering ERP – D. Hart/T. Zintel</b> <ul style="list-style-type: none"> <li>• D. Hart needs a list of current first aid – prior to the CEC meeting.</li> <li>• V. Bendig needs ERP package from D. Hart to send to committee for the meeting.</li> </ul>	<b>Action:</b>  <b>Status:</b>
c.	<b>Carbon Nanoparticle Research – L. Roth</b> <ul style="list-style-type: none"> <li>• <i>Feedback from LSC for CNT Risk Management policy:</i> <ul style="list-style-type: none"> <li>○ If the hood doesn't work, they can use an approved glove box. (This was approved by safety resources).</li> <li>○ Word change: Hazardous waste: change wording. – Approved hepavacuum from safety resources.</li> </ul> </li> <li>• <i>Feedback from LSC for general SOP Arc Discharge for CNH:</i> <ul style="list-style-type: none"> <li>○ No feedback on this. Complete.</li> </ul> </li> </ul>	<b>Action:</b>  <b>Status:</b> Pending approval from CEC
d.	<b>First Aid/AED RECERTIFICATION – V. Bendig/A. McDonald</b> <ul style="list-style-type: none"> <li>• A. McDonald to find out what PAC has to offer for FULL first aid/AED certification provided in the summer months. When complete A. McDonald will provide this to the LSC for anyone interested.</li> </ul>	<b>Action:</b>  <b>Status:</b> Ongoing
e.	<b>Incident – Smoke release into building – D. Hart</b> <ul style="list-style-type: none"> <li>• D. Hart to Follow up on install of exhaust hood</li> </ul>	<b>Action:</b> Follow-up  <b>Status:</b> Ongoing
f.	<b>Incident – Hot press safety lock – D. Hart</b> <ul style="list-style-type: none"> <li>• New equipment ordered - Differ to Monday, (June 1) when D. Bittner is back</li> </ul>	<b>Action:</b> Follow-up  <b>Status:</b> Ongoing
g.	<b>Incident – Chemical storage vessel explosion – D. Hart</b> <ul style="list-style-type: none"> <li>• Ministry has yet to provide feedback on incident report.</li> <li>• Unless incident is very major – D. Hart doesn't always hear back at all from the ministry</li> </ul>	<b>Action:</b>  <b>Status:</b> CLOSED
h.	<b>Safety Communications – V. Bendig</b> <ul style="list-style-type: none"> <li>• A new safety communications bulletin to put out and distribute electronically with the new incident (See below), along with 2 memos (Fire Marshall Letter and Non-CSA approved Electrical Adaptors)</li> <li>• V. Bendig would like to see a Communications section in LSC Meeting Agenda moving forward</li> </ul>	<b>Action:</b> See Attachments  <b>Status:</b> CLOSED

i.	<p><b>1st Town Hall meeting – for Graduate Students – A. Olubamiji</b></p> <ul style="list-style-type: none"> <li>• V. Bendig spoke at town hall meeting on May 20, 2015</li> <li>• V. Bendig spoke about the LSC, gave photos of LSC – Ex: What is an incident report, and how to do one</li> <li>• V. Bendig to send out a copy of her presentation to the LSC</li> </ul>	<p><b>Action:</b></p> <p><b>Status: COMPLETE</b></p>
<b>V.</b>	<b>Incident Reports</b>	
	<p><b>Water leak from faucet in 2D17:</b></p> <p>May 26</p> <ul style="list-style-type: none"> <li>• Addressed well from Dr. W. Wong – Students’ second time this happened with this piece of equipment</li> <li>• Louis will be following up with Dr. Nemati</li> </ul>	Incident Safety Reports – V. Bendig
<b>VI.</b>	<b>Inspection Report</b>	
	<p>Inspection Teams:</p> <p>May 2015 Report</p> <ul style="list-style-type: none"> <li>• Self-inspections should be done and checking for deficiencies within departments own sub groups not in every nook and cranny. Want to try to make sure that the building is going in the right direction. Sub groups will do self-generated reports, and feeding them back to L. Roth</li> <li>• T. Zintel – will work on creating a self-checklist</li> <li>• V. Bendig recommends L. Roth oversee the department safety committee. Check departments’ lists of safety and be sure they are at the level L. Roth wants them to be at.</li> <li>• L. Roth will work to have this done by the end of summer 2015</li> </ul>	Monthly Inspection Report – L. Roth
<b>VII.</b>	<b>New Business</b>	
	<p><b>New Fire Warden – Departure of T. Zintel – V. Bendig</b></p> <ul style="list-style-type: none"> <li>• V. Bendig asked if anyone in LSC was interested. D. Hart (ERP to V. Bendig)</li> <li>• List of the responsibilities, on the old website – and on the Chief Building Warden.</li> <li>• People might not be as comfortable with the idea of a lock down as we are. Not just the responsibilities of the fire warden</li> </ul>	
	<p><b>L. Roth – Feedback on the Orientation and Exit forms</b></p> <ul style="list-style-type: none"> <li>• Feedback from D. Hart – ‘A’ and ‘C’ could be tidied up a bit and see if other departments have the same feedback. Wondered if Dr. Nemati wants to look at it – V. Bendig says that he is already using it.</li> <li>• Louis says it needs to be more “user friendly”</li> <li>• V. Bendig and L. Roth proposed a mock-up of a more “user friendly version” and get it sent out to the other departments for feedback</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 May 28<sup>th</sup>, 2015</p> <p><b>Moved: V. Bendig</b></p> <p><b>Seconded: L. Roth</b></p>	<b>3:34</b>
<p><b>Distribute copies as follows:</b></p> <p>Copy 1 - Permanent Committee Files (N:\DeansOffice\Committees\Local Safety Committee)</p> <p>Copy 2 - Permanent Committee Files (N:\LSC)</p> <p>Copy 3 - Sent to LSC via email on April 24, 2015: <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a></p> <p>Copy 4 – Posted at <a href="http://engineering.usask.ca/service-and-support/safety-security.php">http://engineering.usask.ca/service-and-support/safety-security.php</a> (when approved)</p>		