

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	June 25th, 2015 @ 14:30 ENG 1A47.1	
	57 Campus Drive			Date of Next Meeting	July 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	Y
D. Hart/ R. Dahlgren	WSEP	Y	D. Pavier/ B. Pokoyoway	CGE Technician	Y
K. Aberdeen	OHC	N	B. Wilson	E-Shops	N
M. Bardouh	Building zone Manager	N	J. Pannell	ECE Technician	Y
E. Nordquist	Sci-Fi Camp Director	N	D. Lynch	ECE Faculty	Y
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	N	A. Olubamiji	Graduate Student	Y
A. Book	Shops Coordinator	Y			

AGENDA ITEM		ACTION ITEM / SUPPORTING DOCS
1	INTRODUCTIONS	
	Introduction of any guests or new members - <i>L. Roth/V. Bendig</i>	
II.	APPROVAL OF AGENDA	
a.	Motion: To approve the agenda as circulated on June 25th, 2015 Moved: D. Pavier Seconded: J. Pannell	
III.	REVIEW AND APPROVAL OF PRIOR MINUTES	
b.	Motion: To approve minutes from May 28th, 2015 circulated on June 23, 2015 Moved: J. Pannell Seconded: A. Book	
III.	Updates from Safety Committees or Subcommittees	
a.	SMS Safety Management System – D. Hart D. Hart will be attending departmental CBE safety meeting; his goal is to identify what the safety priority is in this department.	
b.	Chemical Security Subcommittee – V. Bendig A report from Kevin Carter – hired summer students are progressing well – procured good labels. Chemicals stacked improperly in 2D16 and this inventory was put on hold until someone took these down to proper height. They are wearing their PPE. Very good progress. Rob Peace has been reviewing their report(s) as it has been in progress. There have only been few unknown chemicals found.	

c.	<p>Safety Day Planning Committee – L. Roth/D. Lynch</p> <ul style="list-style-type: none"> • We haven't done anything since last month. • L. Roth has done a rough layout of the schedule of which labs are available. • V. Bendig has drafted an email to clarify roles of committee members. 	<p>ACTION: L. Roth needs to collect Grad Student input ASAP</p>
d.	<p>Apparatus and Equipment Safety Policy Subcommittee – T. Zintel</p> <ul style="list-style-type: none"> • Update and review of the 3rd draft of the 'Apparatus & Equipment Safety Policy' – circulated via email on Wednesday, June 24 by T. Zintel • Technician staff from LSC at meeting were all are happy, and believe this is a solid and implementable policy. T. Zintel proposes that this policy can go to CEC as it stands to sign off on policy. <p>Motion: To approve Apparatus & Equipment Safety Policy Moved: T. Zintel Seconded: V. Bendig Obtained: None Opposed: None In favour: ALL</p>	
IV. Outstanding Business		
a.	<p>Cylinder Storage Management Update – A. Book</p> <ul style="list-style-type: none"> • We are not moving the cylinder storage units. • Old cylinders that are past best before date are being removed within the next week or so. 	<p>Action:</p> <p>Status: Ongoing</p>
b.	<p>Engineering ERP – D. Hart/T. Zintel</p> <ul style="list-style-type: none"> • V. Bendig (Reporting back from CEC Meeting) the CEC were very pleased and have 2 weeks to give their feedback. At meeting discussed what this document should be part of potentially: new hire orientation, safety day, grad student, etc. • Have all employees sign off on this document. • Affirmation that a quick reference guide needs to be developed. This item needs to be developed, finalized, and posted to the web. <p>Action: Dennard to communicate this to students look the possibility of this being a part of Safety Days and where else in general we could do this Action: Amanda provide document(s) to Kate Blau for posting Action: This is part of the checklist for new employee checklist Action: Veronica – develop a process for all employees to sign off on and having read these (staff and Faculty) Action: Develop Single page references that were recommended by CEC (Darrell and Andrea with help from Volunteers and T. Zintel)</p>	<p>Action: (see column to the left)</p> <p>Status: Await for Feedback from CEC</p>
c.	<p>Carbon Nanoparticle Research – L. Roth</p> <p>This procedure is still under revision by the committee and V. Bendig. When completed it will go to CEC.</p>	<p>Action:</p> <p>Status: Ongoing</p>
d.	<p>First Aid/AED RECERTIFICATION – V. Bendig/A. McDonald</p> <p>Recertification is scheduled for Monday, August 31 at the PAC.</p>	<p>Action: Amanda to send info on full certification to LSC members</p> <p>Status: Ongoing</p>
e.	<p>Incident – Hot press safety lock – D. Hart</p> <ul style="list-style-type: none"> • New equipment has been delivered • It will be about a month before the equipment is installed and set up. • Nan Fang Zhao says old hot press still in use, but it is being re-safety trained on with new procedures before the continued use is granted. 	<p>Action: D. Bitner to provide update by</p> <p>Status: Ongoing</p>

f.	Incident – Water leak 2D17 – L. Roth Under Dr. Mehdi Nemati’s advisement, the equipment is not being used until everything is fixed and in working order.	Action: L. Roth to follow up with Dr. Nemati Status: Ongoing
g.	New Fire Warden Needed – Departure of T. Zintel – V. Bendig <ul style="list-style-type: none"> • “Building Warden” the wording for this position has been changed from “fire warden” • The person interested has not finalized their acceptance of the position. • The role of building warden needs to be filled by the end of August 2015. 	Action: Status: Ongoing
h.	Orientation and Exit forms – Feedback - L. Roth <ul style="list-style-type: none"> • Louis made modifications on the form (to make more straight forward) and needs to make more revisions and circulate new draft going forward. • Suggestion: Add a check box that you have read the ERP 	Action: L. Roth to circulate updated revision Status: Ongoing
V.	Incident Reports	
	June 2015 No Incidents were reported in June	Incident Safety Reports – V. Bendig
VI.	Safety Communications	
	<ul style="list-style-type: none"> • V. Bendig is waiting to hear response from D. Hart regarding feedback on bulletin. • V. Bendig will then forward to Kate Blau to be posted/sent out to college. 	Communication(s) to the College – V. Bendig
VII.	Inspection Report	
	L. Roth: <ul style="list-style-type: none"> • Please have the department inspections conducted by July 30th LSC Meeting. • New guidelines for inspection reports to be sent to sub groups. Department regular inspections vs. LSC yearly inspections 	Monthly Inspection Report – L. Roth
VIII.	New Business	
	LSC Annual Report – L. Roth/V. Bendig <ul style="list-style-type: none"> • Distributed on Monday, June 22 at Faculty council – Circulated via email to LSC June 25 (Attached) • V. Bending would like the LSC’s feedback prior to the Faculty council in the future. • In April of next year (and in years to follow) this needs to be a New Business item for a rough draft to be ready for May of next year (2016) 	ATTACHMENT: LSC Annual Report.pdf
IX.	Roundtable	
	<p>D. Pavier: <i>Asked who is responsible for getting a gas cylinder anchored?</i> D. Hart stated that FMD does it, but the research pay for it. No fastening can be done on your own.</p> <p>D. Pavier: <i>What is maximum distance storage can be stacked from the ceiling?</i> D. Hart stated that storage/equipment/products cannot be placed within 18” of the sprinklers for fire safety. Whoever is the shortest in the lab, maybe that will determine eye level D. Hart suggested the difference between the two.</p> <p>L. Roth: <i>Asked if Loranna had a labs contact sheet because of the water leak incident.</i> V. Bendig stated that protective services have numbers for the corresponding labs in case of emergency. Action: D. Hart will check and see if this information he can obtain from protective services</p>	

X.	Meeting Adjourned	
	Motion: To adjourn the College of Engineering Local Safety Committee Meeting of June 25 th , 2015 Moved: V. Bendig Seconded: D. Lynch	Time: 3:25
<p>Distributed copies as follows: 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 July 9th, 2015: enrg_lsc@usask.ca Copy 4 - Posted to http://engineering.usask.ca/ (when approved)</p>		