

## Minutes

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

<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>	
<b>II.</b>	<b>APPROVAL OF AGENDA</b>	
	<b>Motion:</b> To approve the agenda as circulated on July 27, 2015 <b>Moved:</b> A. Book <b>Seconded:</b> B. Pokoyoway	
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>	
	<b>Motion:</b> To approve minutes from June 25, 2015 circulated on July 9, 2015 <b>Moved:</b> B. Pokoyoway <b>Seconded:</b> B. Wilson	
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<b>SMS Safety Management System – D. Hart</b> L. Roth provided information on AED training on behalf of D. Hart.: <ul style="list-style-type: none"> <li>• Protective Services does not maintain a contact list for Engineering. Protective Services relies on the contact information (including afterhours contact information) that is found on the doors of the lab.</li> <li>• AED training with Mary Lou Balkwill of AED Advantage will be communicated and coordinated by A. McDonald and R. Dahlgren while D. Hart is away on holiday. Members of the LSC are to attend a training session before September 1, 2015.</li> </ul>	

b.	<b>Chemical Security Subcommittee – V. Bendig</b> <i>Attached is July's chemical inventory report.</i> B. Pokoyoway and D. Pavier are very impressed with the student's work and findings. There are two more reports that will be forwarded from V. Bending when received (August report, and a final report in September 2015).	<b>ATTACHED: Point Form Inventory Report July 7<sup>th</sup> 2015.docx</b>
c.	<b>Safety Day Planning Committee – L. Roth/D. Lynch</b> L. Roth spoke about a bit of a stumbling block in terms of scheduling. With Labour Day being so late it feels a bit like twisting arms for getting professors to give up their lab time. If he doesn't get some faculty to go along with the Safety Day's schedule, Louis will have to add a time slot in at 5:30-6:30 pm.	
d.	<b>Apparatus and Equipment Safety Policy Subcommittee – T. Zintel</b> <ul style="list-style-type: none"> <li>• V. Bendig took this policy to College Executive where there was significant discussion.</li> <li>• The new attendees received the entire HASOP study for their review. Definitions and understanding of the policy being proposed need to be understood before the continuation of discussion at CEC.</li> </ul>	
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<b>Cylinder Storage Management Update/Shops – A. Book</b> <ul style="list-style-type: none"> <li>• Paving is complete around cylinder storage cage.</li> <li>• With mention of Richard Blondin's offer to check what gases are coming off of the injection moldings.</li> <li>• Andrea has CBE's accounts in order.</li> <li>• Now working on labeling.</li> <li>• Follow up in September when people are back – before disposal of toxic gases.</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>• Amanda to provide document(s) to Kate Blau for posting. [Louis was waiting on DH's final word on this] – Andrea and Veronica still working on this. Maybe post as is before September. Contacts should always be updated.</li> <li>• Veronica – develop a process for all current employees to sign off on having read these (staff and Faculty). The goal is September 1' 2015.</li> <li>• V. Bendig sent commonly accessed pages to D. Hart.</li> </ul>	<b>Action:</b>  <b>STATUS:</b> Await for Feedback from CEC
c.	<b>Carbon Nanoparticle Research – L. Roth</b> <ul style="list-style-type: none"> <li>• Draft policy was sent to members of LSC via email. V. Bendig said it was clear short and concise.</li> </ul>	<b>Action:</b>  <b>Status:</b> Ongoing
d.	<b>First Aid/AED RECERTIFICATION (Aug 31 at the PAC) – V. Bendig/A. McDonald</b> <ul style="list-style-type: none"> <li>• Group agreed to offer a first aid course late October early November for those wanting full certification.</li> <li>• Reminder that recertification attendees are attending the PAC on Monday, August 31, 2015.</li> </ul>	<b>Action:</b>  <b>STATUS:</b> Ongoing
e.	<b>Incident – Hot press safety lock – D. Hart</b> New equipment is installed – training is happening, and the old unit has been removed.	<b>Action:</b>  <b>STATUS: COMPLETE</b>
f.	<b>Incident – Water leak 2D17 – L. Roth</b> Complete – repairs finished. Instructed how to make these incidents not happen again were given to those using the lab.	<b>Action:</b>  <b>STATUS: COMPLETE</b>

g.	<p><b>Building Warden Needed – Departure of T. Zintel – V. Bendig</b></p> <ul style="list-style-type: none"> <li>• New building warden, A. Book. Thank you Andrea for volunteering for the position.</li> <li>• T. Zintel – will not be attending as of this month’s meeting. Thank you Trevor for your many hard years of volunteer service to this college.</li> </ul>	<p><b>Action:</b> A. McDonald to update the LSC email distribution list.</p> <p><b>STATUS: COMPLETE</b></p>
h.	<p><b>Orientation and Exit forms – Feedback - L. Roth</b></p> <p>Conclusion of what D. Nemati would like to see – ex: LSC’s email where we talk about: Every time we do inspections, we are reinforcing safety procedures. Direct supervisory role – Orientation attached to key requisition form. Question: Circulated this to who? -</p>	<p><b>Action:</b> L. Roth to circulate updated revision</p> <p><b>STATUS: Ongoing</b></p>
i.	<p><b>New AED onsite at CoE (the onsite ‘training’ involved)– D. Hart</b></p> <ul style="list-style-type: none"> <li>• R. Dahlgren and A. McDonald will be coordinating AED training in place of D. Hart who is on holiday.</li> <li>• Susan Cook with WCVM already has this in place and Engineering’s LSC will work together.</li> </ul>	<p><b>ACTION:</b> A. McDonald to coordinate AED training with WCVM.</p> <p><b>STATUS: Ongoing</b></p>
j.	<p><b>Labs contact sheet info - water leak incident – L. Roth</b></p> <ul style="list-style-type: none"> <li>• Protective services has an overall afterhours contact sheet</li> <li>• create a new college template?</li> <li>• Contact information on lab doors need to be updated.</li> <li>• Ideas: Order of rank of who is contacted. Physical emergency contact phone.</li> <li>• Questions: Would you hand off that phone? Would you be required to come in during a scenario, or would you just have to provide answers?</li> </ul>	<p><b>Action:</b> Departmental technicians to come back to us with a proposal for emergency contacts on doors.</p> <p><b>STATUS: Ongoing</b></p>
<b>V. Incident Reports</b>		
	<p>August 2015      No Incidents</p>	<p><b>Incident Safety Reports – V. Bendig</b></p>
<b>VI. Safety Communications to College</b>		
	<p>College of Engineering Safety Bulletin is a quarterly release until otherwise.</p>	<p><b>V. Bendig</b></p>
<b>VII. Inspection Report</b>		
<p>July 2015</p>	<p><b>L. Roth:</b> Louis has the departmental annual inspection reports. They were submitted to him. They will to be electronically forwarded to Amanda to file appropriately.</p>	<p><b>Monthly Inspection Report – L. Roth</b></p>
<b>VIII. New Business</b>		
	<p><b>MSDS Hard Copy to CoE – L. Roth</b></p> <p><b>Background:</b> Years ago when we had all MSDS in paper form only, there was a central MSDS registry for the college. The contact for this registry changed over the years, and it eventually ended up on my desk as the LSC co-chair. There is now only one company (Fisher Scientific) that continues to send us the paper copies. I have been filing these in a binder as they arrive.</p>	<p><i>Differ the answer to this until next meeting when D. Hart is present.</i></p>

<b>IX.</b>	<b>Roundtable</b>	
	<p>Next Meeting:</p> <ul style="list-style-type: none"> <li>• Louis on holidays for 3 weeks – last 3 weeks of August. Veronica away as of August 20. All attending agree with no meeting for August. LSC can meet with Meghan McLaughlin if needed in the case of an emergency. Amanda will email LSC regarding this matter.</li> </ul>	
<b>X.</b>	<b>Meeting Adjourned</b>	
	<p><b>Motion:</b> To adjourn the College of Engineering Local Safety Committee Meeting of July 30<sup>th</sup>, 2015</p> <p><b>Moved:</b> V. Bendig</p> <p><b>Seconded:</b> L. Roth</p>	<b>Time: 3:27pm</b>
<p><b>Distributed 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 July 27th, 2015: <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a></p> <p>Copy 4 - Posted to <a href="http://engineering.usask.ca/">http://engineering.usask.ca/</a> (when approved)</p>		