

# Minutes

<b>Name of Committee</b>	<b>College of Engineering – Local Safety Committee</b>				
<b>Worksite Mailing Address &amp; Postal Code</b>	Rm 3B48 Engineering Building 57 Campus Drive Saskatoon, SK S7N 5A9	<b>Total # of workers in workplace</b>		+/- 170	
		<b>Meeting date &amp; time</b>		September 24, 2015 @ 14:30 ENG 1A47.1	
		<b>Date of Next Meeting</b>		October 29th, 2015	
<b>Members</b>	<b>Occupation of/ Representative for</b>	Attendance Y/N	<b>Members</b>	<b>Occupation of/ Representative for</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	A. Book	Chief Building Warden	Y
B. Hayes/ P. Hauser	Safety Resources	N	D. Pavier/ B. Pokoyoway	CGE Technician	N
K. Aberdeen	OHC	N	B. Wilson	E-Shops	Y
M. Bardouh	Building zone Manager	N	J. Pannell	ECE Technician	Y
E. Nordquist	Sci-Fi Camp Director	Y	D. Lynch	ECE Faculty	N
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	N
M. Hill	Undergrad Student	Y	A. Olubamiji	Graduate Student	Y

AGENDA ITEM		ACTION ITEM
<b>I.</b>	<b>Introductions - L. Roth/V. Bendig</b>	
a.	Bill Osborn – Safety Consultant, Safety Resources <i>VIII. College Lockdown Drill – guest speaker</i>	<b>NONE</b>
b.	Meghan McLaughlin – Director of Administration & Executive Assistant to the Dean <i>Covering co-chair responsibilities of V. Bendig during medical leave</i>	
<b>II.</b>	<b>APPROVAL OF AGENDA</b>	
	<b>MOTION:</b> To approve the agenda as circulated on September 21, 2015. MOVED: E. Nordquist SECONDED: A. Book	<b>CARRIED</b>
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>	
	<b>MOTION:</b> To approve minutes from July 30, 2015 circulated on August 24, 2015 MOVED: A. Olubamiji SECONDED: M. Hill	<b>CARRIED</b>
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<b>SMS Safety Management System – P. Hauser</b> <i>P. Hauser extended his regrets and an update will be provided at the next meeting.</i>	<b>DEFERRED:</b> <u>October 29, 2015</u>
b.	<b>Chemical Security Subcommittee – V. Bendig</b> The final report has been shared with the college executive. Each leader was asked to review the relevant aspects of the report as it pertained to their unit, and respond to the recommendations no later than November 30, 2015. <ul style="list-style-type: none"> <li>Each LSC department technician member has been assigned to gather their department specific responses, determine whether additional funding to respond to the recommendations is required, and return back to the Local Safety Committee with the department/unit specific findings to determine relevant next steps. The Dean has indicated that he will be performing another walk through in Term 2 to ensure all recommendations were implemented.</li> <li>The LSC will review the funding requests and determine how to allocation a portion of the Research Support Fund (formerly known as FCIP) to cover the costs.</li> </ul> September 2015: The students have completed the chemical inventory project. Myles Desipeda, Data Analyst, will develop a database that will store all the data collected. A.	<b>ACTION ITEM: Dept Reps</b> Review recommendations from the report and provide their unit's response to LSC. <b>DUE: November 30, 2015.</b>  <b>ACTION ITEM: Data Analyst</b> Develop a chemical inventory database.

	<p>Book will maintain the information in the database as items are shipped and received by the college.</p> <p><b>Safety Day Planning Committee – L. Roth/D. Lynch</b> The student feedback report and the final report for the event will return to the LSC for discussion. Safety Day 2016: proposed date is September 7 &amp; 8, 2016.</p> <p><b>Apparatus and Equipment Safety Policy Subcommittee – V. Bendig</b> The draft policy was submitted to the college executive for review and input. Substantial input was provided and returned to the subcommittee to review and revise accordingly.</p>	<p><u>DUE: unknown</u> <b>ACTION ITEM: A. Book</b> Maintain chemical inventory database. <b>ACTION ITEM: D. Lynch/L. Roth</b> Return to LSC with student feedback report and final report of the overall event in 2015. <b>ACTION ITEM: AESP Subcommittee</b> Review and revise policy according to input. Policy to return to executive once revised. <u>DUE: unknown</u></p>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<p><b>Cylinder Storage Management Update/Shops – A. Book</b> A. Book cleared out a lot of hazardous gases. The major group was NQ901 (Dr. Ajay Dalai).</p> <p>There is a safety concern in separating hazardous gases from other stored cylinders. It was suggested to lock the hazardous gases door or see whether shops would be able to manufacture a wall.</p>	<p><b>ACTION: A. Book</b> Return to LSC with recommendations on how to address the concern of separating hazardous gases from other stored cylinders.  <b>STATUS: <u>Ongoing</u></b></p>
b.	<p><b>Engineering ERP – V. Bendig/ A. Book</b> The document is under revision by A. Book, and safety consultants at the university. The draft version will be posted so that it is accessible in advance of the preplanned lockdown drill this November. It was recommended by V. Bendig that this training be incorporated into Safety Days 2016.</p>	<p><b>ACTION: A. Book et al.</b> Revise the ERP and finalize.  <b>STATUS: <u>Ongoing</u></b></p>
c.	<p><b>Carbon Nanoparticle Research – L. Roth</b> The draft policy was submitted to the college executive for review and input. Minor input was provided and the suggestions will be incorporated into the policy. Once complete, the policy will be submitted for the Dean’s signature and posted on the college website.</p>	<p><b>ACTION: L. Roth</b> Incorporate input and submit final policy for dean’s signature.  <b>Status: <u>Ongoing</u></b></p>
d.	<p><b>First Aid/AED– V. Bendig/A. McDonald</b> One college group was recertified by Red Cross on Monday, August 31, 2015. A. McDonald will identify the next 2-day training session for the remainder of the LSC members.</p>	<p><b>ACTION: A. McDonald</b> Identify and schedule 2-day training for remainder LSC members.  <b>STATUS: <u>Ongoing</u></b></p>
e.	<p><b>Orientation and Exit forms – Feedback - L. Roth</b> Department representatives on the LSC were asked to circulate the form to their departments/units for feedback. Feedback will then be incorporated and the form will be implemented into the key requisition process and posted on the college website.</p>	<p><b>ACTION: Dept Reps</b> Circulate to depts/units for feedback and return comments to L. Roth. <u>DUE: October 29, 2015</u> <b>ACTION: L. Roth</b> Incorporate feedback to the form and submit to A. McDonald to implement and post on the website. <u>DUE: November 26, 2015</u></p>

f.	<p><b>New AED onsite at CoE – A. Book</b> The new AED has yet to arrive. A. Book to follow up with Safety Resources regarding anticipated installation date. Item to return to LSC at next meeting.</p>	<p><b>ACTION: A. Book</b> Follow up on installation date and return to LSC with update. <i>DUE: October 29, 2015</i></p>
g.	<p><b>Scanned Card Readers – V. Bendig</b> It was suggested to provide all lab managers with a scanned card reader to track students who have completed safety training prior to operating in the laboratories. This was feedback received from the CEAB visit and the college must identify a way to have concise records documenting that safety training was completed prior to the students working in the labs.</p> <p>LSC needs to develop a plan to ensure training is being completed and records are being maintained and stored. Once the plan has been developed, it will be submitted to the college executive for review and approval.</p>	<p><b>ACTION: LSC</b> Develop a plan to ensure comprehensive and consistent procedure is in place tracking and maintaining record for safety training completed by all students in all departments offering hands-on laboratory courses. Once plan developed, LSC to submit to CEC for review and approval. <b>STATUS: New, Date TBD</b></p>
h.	<p><b>MSDS Hard Copy to CoE – L. Roth</b> The committee discussed the relevance and importance of how to store MSDS in the college – electronic vs. print. It was decided that both electronic and print copies should remain to be accessible in each laboratory for now as we still have users that prefer both methods.</p> <p>Once the chemical inventory database is live, V. Bendig to explore whether we can store the current MSDS in the database. This will be reviewed once the database is ready to go live.</p>	<p><b>ACTION: L. Roth</b> To determine best communication method to ensure that all laboratory managers are maintaining current MSDS in electronic and print formats in their labs. <b>STATUS: New, Date TBD</b> <b>ACTION: V. Bendig</b> Determine whether storing current electronic version in chemical inventory database is viable. <b>STATUS: New, Date TBD</b></p>
<b>V.</b>	<b>Incident Reports</b>	
	August 2015 Student got dust in eyes, went and got eyes washed.	<b>No further action req'd</b>
<b>q</b>	<b>Safety Communications to College</b>	
	No Communication(s) to report.	
<b>VII.</b>	<b>Inspection Report</b>	
	September Summer inspections have been completed and are filed electronically.	<p><b>ACTION: A. McDonald</b> Distribute the link to LSC members of the report's location. <i>DUE: October 29, 2015</i></p>
<b>VIII.</b>	<b>New Business</b>	
a.	<p><b>College Lockdown Drill – Bill Osborn</b> The university is developing lockdown procedures for every unit and college. Engineering must have their procedures developed and their first lockdown drill completed by December 31, 2015.</p> <p>All college incumbents will be notified of the lockdown in place with the AlertUs application downloaded on computers (offices and laboratories) and smartphones. On September 30, 2015, the university will be issuing a test message on AlertUs to determine whether it works as an appropriate notification system.</p>	<p><b>ACTION: V. Bendig</b> Verify with ICT that faculty desktops and computer laboratories have the AlertUs app</p>

	<p>The LSC has been determined the working group to develop these procedures. This group will reconvene after the drill to determine lessons learned and any new instruction will be incorporated into the college ERP.</p> <p>V. Bendig/M. McLaughlin will be providing an update to the college executive and will return to the LSC with an update.</p> <p>It is recommended that a lockdown and an ERP session is incorporated into future Safety Day programs.</p>	<p>installed.</p> <p><b>ACTION: V. Bendig/M. McLaughlin</b> Provide a lockdown update to the college executive and return with an update to the LSC <u>DUE: October 29, 2015</u></p> <p><b>ACTION: L. Roth/D. Lynch</b> Incorporate a lockdown session training in the future Safety Days programs.</p>
<b>IX.</b>	<b>Roundtable</b>	
	<p><b>Pilot Plant</b> - L. Roth Currently the chairs are cloth and absorb chemicals when accidentally spilled. It would be beneficial to have different chairs that are cleanable.</p>	<p><b>ACTION: L. Roth</b> To bring a quotation for chairs required to the same discussion as item III (b). <u>DUE: November 30, 2015</u></p>
<b>X.</b>	<b>Meeting Adjourned</b>	
	<p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of September 25<sup>th</sup>, 2015 <b>Moved:</b> V. Bendig <b>Seconded:</b> A. Book</p>	<p><b>Time: 3:43</b></p>
<p><b>Distributed 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 October 5th, 2015: <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a> Copy 4 – Posted to Copy 4 - Posted to <a href="http://engineering.usask.ca/">http://engineering.usask.ca/</a> (when approved)</p>		