

# 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>		February 25 <sup>th</sup> , 2016 @ 14:30 ENG, 2A15	
		<b>Date of Next Meeting</b>		March 31 <sup>st</sup> , 2016 @ 14:30 ENG, 2A15	
<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	R. Blondin (Co-Chair)	CBE Technician	Y
A. McDonald	Committee Secretary	Y	A. Book	Chief Building Warden	Y
P. Hauser	Safety Resources	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 Technician	Y
E. Nordquist	Sci-Fi Camp Director	N	D. Lynch	ECE Faculty	N
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	N	O. Olubajo	Graduate Student	Y
L. Roth	CBE Technician	Y			

AGENDA ITEM		ACTION ITEM
I.	<b>Introductions/Guest - L. Roth/V. Bendig</b>	
II.	<b>APPROVAL OF AGENDA</b>	
	<b>MOTION:</b> To approve the agenda as circulated on February 23, 2016 MOVED: D. Pavier SECONDED: B. Wilson	
III.	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>	
	<b>MOTION:</b> To approve minutes from January 28, 2016 as circulated on February 18, 2016. MOVED: D. Bitner SECONDED: M. Bardouh	
III.	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<b>Safety Management System (SMS) – P. Hauser</b> <ul style="list-style-type: none"> <li>• Work continuing with Chris Martin regarding protocol</li> <li>• NEW safety management assessment. – CoE to operate on a cycle and to be evaluated once inspections and work have been completed</li> <li>• Result will be recommendations for continued improvement</li> </ul>	<b>ACTION ITEM:</b> Data Analyst Develop a chemical inventory database. <u>DUE:</u> Unknown  <b>ACTION ITEM:</b> L. Roth A. McDonald to distribute this to LSC when finalized by both L. Roth and D. Lynch.  <u>DUE:</u> March 11, 2016
b.	<b>Chemical Security Subcommittee – V. Bendig</b> <i>Nothing new to report</i>	
c.	<b>Safety Day Planning Committee – L. Roth/D. Lynch</b> <ul style="list-style-type: none"> <li>• D. Pavier will be sitting on this committee with D. Lynch in September 2016.</li> <li>• Draft for this report is complete – this will be circulated to LSC by A. McDonald, brief summary provided:               <ul style="list-style-type: none"> <li>○ Room for improvement regarding attendance, saw 80% attendance. Utilize social media to reach students quicker. Example: Use the screen savers that are on all campus computers. Goal for 90% attendance in September 2016.</li> <li>○ Feedback from students: more interactive. Some sessions should be longer to allow</li> </ul> </li> </ul>	

	<p>for improvement on question and answer period(s).</p> <ul style="list-style-type: none"> <li>o Idea for 2016: Feedback could be during/after the presentation, rather than after to have more/affective feedback.</li> <li>o Expenses – received more donation than used. Surplus of six hundred dollars.</li> </ul>	
d.	<p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – L. Roth</b>  One large doc that went to executive, they broke it off into 4 docs: HASOP, Lab ERP, SOP (standard operating procedures), and SMS responsibilities:</p> <ul style="list-style-type: none"> <li>• Each separate document has a representative in charge of each policy; R. Blondin for HASOP, D. Bitner for lab ERP, D. Pavier for SOP, P. Hauser for SMS responsibilities.</li> </ul>	<p><b>ACTION ITEM: AESP Subcommittee</b>  Review and revise policy according to input. Policy to return to executive once revised  DUE: Unknown</p>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<p><b>Engineering ERP – V. Bendig/ A. Book</b>  A. Book, V. Bendig and Bill Osborne walked through the college’s ‘safe rooms and ‘shelter in place rooms’ and identified modifications and areas of concern in January, 2015.</p> <ol style="list-style-type: none"> <li>1. Bill Osborne to provide list of rooms and shelters,</li> <li>2. then we [LSC] will go through this list and approve,</li> <li>3. request for quotes to FMD,</li> <li>4. modify the CoE’s ERP,</li> <li>5. post the ERP to CoE’s website.</li> </ol>	<p><b>Status:</b>  Currently waiting for Bill Osborne to provide list of ‘safe rooms’ and ‘shelter in place rooms’.</p> <p><u>DATE: February 25, 2016</u></p>
b.	<p><b>Nanoparticle Research – L. Roth</b></p> <ul style="list-style-type: none"> <li>• Very minor changes that were made, P. Hauser to finish work on this document</li> <li>• To be re-circulated to LSC for review</li> <li>• ‘Best practice’ needs to be followed in wording used throughout this document. Example: “One layer of puncture resistant gloves is mandatory. However, the use of two pairs of puncture resistant gloves is recommended.” – V. Bendig</li> </ul>	<p><b>ACTION:</b>  LSC members bring comments/feedback to March meeting</p> <p><u>DUE: March 31, 2016</u></p>
c.	<p><b>Orientation Check-list and Exit Feedback Forms - L. Roth</b></p> <p><b>Motion:</b> To approve the document as is and post to website for use. The intent to change if needed</p> <p><b>Moved:</b> V. Bendig</p> <p><b>Seconded:</b> L. Roth</p> <p><b>Abstained:</b> None</p> <p><b>Opposed:</b> None</p> <p><b>In favour:</b> ALL</p> <p>College Communication from R. Blondin regarding document. If he needs help, he is to speak to V. Bendig</p>	<p><b>ACTION:</b>  R. Blondin to communicate to CoE regarding Orientation CL</p> <p><u>DUE: IMMEDIATELY</u></p>
d.	<p><b>Student Safety Training Records– V. Bendig</b></p> <ul style="list-style-type: none"> <li>• L. Roth: – Disbanding the subcommittee and Aaron Phoenix will finish work directly with each lab instructor/technician.</li> <li>• The accreditation board was concerned that the students were not getting properly having safety training prior to having lab access.</li> </ul>	<p><b>STATUS:</b>  Responsibility moved to ESC.  A. Phoenix will be looking after this responsibility.</p>
e.	<p><b>Pilot Plant - L. Roth</b></p> <ul style="list-style-type: none"> <li>• Chairs to arrive in the next six to eight weeks.</li> <li>• A. McDonald to be point of contact with FMD in the future if needed.</li> </ul>	<p><b>COMPLETE</b></p>
f.	<p><b>Multi-gas Detector Purchase – A. Book</b></p> <ul style="list-style-type: none"> <li>• Waiting for rep to come by for training with A. Book.</li> <li>• Link for electronic minutes was sent out with LSC minutes on February 18, 2016.</li> <li>• A. Book will be in touch with the LSC for official training.</li> </ul>	<p><b>STATUS:</b>  A. Book waiting on shipment and training of multi-gas detectors.</p>
g.	<p><b>Co-Chair Retirement – L. Roth.</b></p> <ul style="list-style-type: none"> <li>• Richard Blondin has agreed to take the place of Co-Chair for the LSC. Practice as Co-Chair alongside L. Roth until end of April 2016.</li> <li>• He will also serve as the CBE Technician representative.</li> </ul>	<p><b>COMPLETE</b></p>

h.	<b>Ventilation in Rock Mechanics Lab (Geology) – P. Hauser</b> <ul style="list-style-type: none"> <li>• Has been addressed – Donna Beneteau was a part of these inspections – identified labs that had improper storage. Not solved 100% because of the way the building is set up in regards to ventilation.</li> <li>• Donna said there is a sticker going on all fume hoods in geology to report to stop using fume hoods incorrectly. There will be an inspection of all hoods will be performed in future.</li> </ul>	<b>COMPLETE</b>
i.	<b>Keyless entry into ECE labs – V. Bendig</b> <ul style="list-style-type: none"> <li>• The five (5) ECE labs that were having trouble security: too many people having copies and it not being secure. One entrance of each lab was keyed with a pin pad (no key), and the alternate doors to these labs were still left with the same key coding system to unlock these doors.</li> <li>• This is not true for the fifth lab, 2C97 – which has no alternate door. There is no alternate way of getting access into this lab. However it does have a double door and the opposite door could be keyed in theory. A. McDonald to look into this.</li> </ul>	<b>ACTION:</b> <i>J. Pannell to request FMD re-key alternate access doors into ECE labs to ensure these labs are secure.</i>  <u>DUÉ: February 25, 2016</u>
<b>V. Incident Reports</b>		
	February No Reports 2016	
<b>VI. Safety Communications to College</b>		
	<b>Safety Top 10 Article – V. Bendig</b> <i>Suspended until new communications officer is recruited.</i>	<b>STATUS:</b> <i>This article is on hold until further notice.</i>  <u>DATE: February 25, 2015</u>
<b>VII. Inspection Report (Lab Inspection Updates)</b>		
	No Lab Inspection Updates	
<b>VIII. New Business</b>		
	No New Business	
<b>IX. Roundtable</b>		
	No Roundtable Discussion	
<b>X. Meeting Adjourned</b>		
	<b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of February 25th, 2016 Moved: V. Bendig Seconded: A. Book	<b>Time: 3:15PM</b>
<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 February 29, 2016: via <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a> Copy 4 - Copy posted to: <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)		