



# 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 26 <sup>th</sup> , 2016 at 14:30	
	57 Campus Drive	<b>Date of Next Meeting</b>		June 30 <sup>th</sup> , 2016 at 14:30	
	Saskatoon, SK S7N 5A9	<b>ENG Room#</b>		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
M. Bardouh	Building zone Manager	N	B. Wilson	E Shops	N
E. Nordquist	Sci-Fi Camp Director	N	J. Pannell	ECE Technician	Y
D. Bitner	ME Technician	Y	D. Lynch	ECE Faculty	Y
A. Stock	Undergrad Student	N	S. Alam	CBE Faculty	Y
O. Olubajo	Graduate Student	Y			

AGENDA ITEM		ACTION ITEM
I.	<b>Introductions/Guest - R. Blondin/V. Bendig</b>  <i>Ken Jodrey (Engineering Shops Manager) – Shops representative sitting in for B. Wilson</i>	
II.	<b>APPROVAL OF AGENDA</b>  <b>MOTION:</b> To approve the agenda as circulated on May 24th, 2016 MOVED: B. Pokoyoway SECONDED: V. Bendig	<b>CARRIED</b>
III.	<b>REVIEW AND APPROVAL OF PRIOR MINUTE(S)</b>  <b>MOTION:</b> To approve minutes from April 28, 2016 as revised and circulated on May 24th, 2016. MOVED: V. Bendig SECONDED: A. Book	<b>CARRIED</b>
III.	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<b>Safety Management System (SMS) – P. Hauser</b> The assessment will include: <ul style="list-style-type: none"> <li>SMS documentation review (inspection reports, safety meeting minutes, training records, written procedures),</li> <li>A physical inspection of lab(s) or other research space,</li> <li>Discussions and documentation of existing SMS processes and any recommendations for improvements, or concerns present.</li> </ul> After the assessment, each department head will be provided with a summary report. The CoE Local Safety Committee will review the assessments and will provide support as needed to help ensure continual improvement.	<b>ACTION:</b> <i>P. Hauser to have communication sent out to the College informing of assessments to happen this Summer.</i>  <u>DUE: June 30, 2016</u>
b.	<b>Chemical Security Subcommittee – V. Bendig</b> Myles Desipeda (Data Analyst of ENG) provided a competition date of this project: May 25, 2017. During the interim, A. Book will continue to maintain the chemical inventory spreadsheets.	<b>ACTION ITEM:</b> <i>Data Analyst Develop a chemical inventory database.</i> <u>DUE: May 25, 2017</u>  <b>TABLED</b>

c.	<p><b>Safety Day Planning Committee – D. Pavier/D. Lynch</b>  <i>Safety days 2016 is scheduled for Thursday and Friday, September 8<sup>th</sup> and 9<sup>th</sup>.</i></p> <p>What is happening between years? Could this be reflected via the college website?</p>	<p><b>ACTION ITEM:</b>  <i>D. Lynch to add table of contents to the safety day report prior to posting to the college website.</i>  <u>PAST Due: May 26, 2016</u></p> <p><b>ACTION ITEM:</b>  <i>A. McDonald to follow up with D. Lynch regarding previous action item.</i>  <u>Due: June 30, 2016</u></p> <p><b>ACTION ITEM:</b>  <i>A. McDonald to work with Data Analyst (Myles Desipeda) regarding college website layout and safety days tabs.</i>  <u>Due: June 30, 2016</u></p>
d.	<p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – R. Blondin</b>  Each separate document has a representative in charge of each policy: P. Hauser has sent these documents for the LSC to provide feedback.</p>	<p><b>ACTION: AESP Subcommittee(s):</b>  <i>LSC to provide feedback to P. Hauser.</i>  <u>DUE: June 30, 2016</u></p>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<p><b>Engineering ERP – V. Bendig/ A. Book</b>  The ERP to be completed by July 28, 2016.</p>	<p><b>ACTION:</b>  <i>Goal: The ERP to be completed by July 28, 2016.</i>  <u>DUE: July 28, 2016</u></p> <p><b>TABLED</b></p>
b.	<p><b>Nanoparticle Research – R. Blondin</b>  R. Blondin wants this lab safety form to be in a fillable PDF format and posted on the college website.</p>	<p><b>ACTION:</b>  <i>R. Blondin and Myles Desipeda (Data Analyst) to change the Nanoparticle form into a fillable PDF format.</i>  <u>DUE: July 28, 2016</u></p>
c.	<p><b>Procurement of hazardous materials with PCard – R. Blondin</b>  <i>Cameron Henningson’s response regarding procurement of hazardous materials – forwarded (via email) on May 26<sup>th</sup> to <a href="mailto:eng_lsc@uask.ca">eng_lsc@uask.ca</a></i></p> <p>This response (feedback) was sent to the LSC May 26<sup>th</sup> via Richard Blondin. What V. Bendig took away from this, what A. Book had recommend was a single point of order for both chemicals and gasses – college wide standards are needed. Propose to band a new Chemical Subcommittee for this work.  <b>Volunteers: P. Hauser, A. Book, R. Blondin, V. Bendig</b></p>	<p><u>Attached:</u>  <b>FW: P-Card Purchases of Hazardous Chemicals and DO report.msg</b></p>
d.	<p><b>Gas Cylinder leak in storage cage, March – P. Hauser</b>  <i>Safety services deemed this a dangerous occurrence. There was a lot of consideration that will continue to go into this working report by Cameron Henningsen of Safety Services. P. Hauser will be working with the OH&amp;S on campus collaboratively.</i></p> <p>V. Bendig wants to share this report with Dr. Mehdi Nemati (Department Head, CBE) and the CEC (College Executive Council). Even if the report work is in progress – they [the CEC] have a vested interest and of the action items that are involved in rectifying this situation.</p>	<p><b>ACTION:</b>  <i>P. Hauser to send this dangerous occurrence report to V. Bendig to bring to CEC.</i>  <u>Due: Immediately</u></p> <p><b>ACTION:</b>  <i>Signage needed on stone wall structure of compressed gas storage area.</i>  <u>Due: Immediately</u></p>

e.	<p><b>Push Pins in Exit Doors... Continuing – A. McDonald</b>  Push pins are continuing at the 1D entrance. After emailed communication with Protective Services, and finding out that even with computers and brand new locks – this problem is a problem in new facilities on campus.  FMD key shop to provide A. McDonald with a quotation for new locking hardware for this entrance, as these are harder to use with push pins. In the interim, A. McDonald will put a sign up on the door that was once used before Christmas when this problem started.</p>	<p><b>ACTION:</b>  A. McDonald to put up signage on this door immediately.  Due: <u>IMMEDIATELY</u></p>
f.	<p><b>LSC Annual Report – V. Bendig/ R. Blondin</b></p>	<p><b>ACTION:</b> R. Blondin to book meeting for review of report.   DUE: <u>June 15, 2016</u></p>
<b>V.</b>	<b>Incident Reports</b>	
	No incidents to report for May	
<b>VI.</b>	<b>Safety Communications to College</b>	
	<p><b>Safety Top 10 Article – V. Bendig</b>  Suspended until new communications officer is recruited.</p>	<p><b>STATUS:</b>  This article is on hold until further notice.  <b>TABLED</b></p>
<b>VII.</b>	<b>Inspection Report (Lab Inspection Updates)</b>	
	<p><b>OC14 Safety Inspection Subcommittee – R. Blondin/S. Alam</b>  There are two major causes of the action items arising from the inspection – the lack of space in OC14, and the lack of respect for safety.  New to-do's based on walk through this morning (May 26<sup>th</sup>) by V. Bendig. These action items are summarized in the inspection log – please confront this spread sheet.  <b>V. Bendig's goal is to see improvement in this lab space by the end of summer 2016.</b></p>	<p><b>Attached:</b>  <b>OC14 Summary Inspection log.xlsx</b>  <b>ACTION:</b>  Action items noted – to be completed by the LSC and by the volunteers on this inspection subcommittee. Follow up will be performed at next inspection(s).  <b>COMPLETION DATE:</b>  <u>September 29, 2016</u>  <b>ACTION(s):</b>  **OC14 - As Assigned in summary inspection log**  Due: <u>As assigned</u></p>
<b>VIII.</b>	<b>New Business</b>	
	No New Business	

IX.	<p><b>Roundtable</b></p> <p><b>Define workers in the workplace – R. Blondin</b> +/- 170 – R. Blondin to look into this, as this number is not accurate.</p> <p><b>Two 200lbs gas cylinder carts with 2 wheels – B. Pokoyoway</b> B. Pokoyoway to find the owner of this cart and any other information pertaining to its uses.</p> <p><b>LSC Annual Safety Funding – V. Bendig</b> \$25,000 safety funding for colleges’ safety needs, these needs need to be defined immediately for funding purposes. Are the departments hearing of any needs or wants for things? If there are any pressing safety issues that need attention? <b>LSC is to bring this back to this table for next meeting.</b></p> <p><b>‘D’ labelled buckets with scoop – P. Hauser</b> P. Hauser – does anyone need a class anyone beside shops? D. Bitner to come back P. Hauser for ME’s needs as a department.</p> <p><b>Key form</b> To be up and running, as the orientation checklist reflects this. <b>This will be live in the next week. – A. McDonald/V. Bendig</b></p>	<p><b>ACTION:</b> <i>R. Blondin to look into this and report back.</i> <u>Due: June 30, 2016</u></p> <p><b>ACTION:</b> <i>B. Pokoyoway to find this cart and report back to LSC..</i> <u>Due: June 30, 2016</u></p> <p><b>ACTION:</b> <i>LSC is to report back of any safety funding that is needed immediately.</i> <u>Due: June 30, 2016</u></p> <p><b>ACTION:</b> <i>D. Bitner to report back to P. Hauser regarding ME’s ‘class D’ needs.</i> <u>Due: June 30, 2016</u></p>
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X.	<b>Meeting Adjourned</b>	
	<p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of May 26, 2016 Moved: A. Book Seconded: V. Bendig</p>	<b>CARRIED: 3:34</b>

**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 April 28, 2016: via [enrg\\_lsc@usask.ca](mailto:enrg_lsc@usask.ca)
- Copy 4 – Posted to <http://engineering.usask.ca/service-and-support/safety-security.php> (when approved)