



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 30 th , 2016 at 14:30	
	57 Campus Drive	Date of Next Meeting		July 28 th , 2016 at 14:30	
	Saskatoon, SK S7N 5A9	ENG Room#		2A15	
Members	Occupation of/ Representative for	Attendance Y/N	Members	Occupation of/ Representative for	Attendance Y/N
V. Bendig (Co-Chair)	Dean's Office COO/CFO	Y	R. Blondin (Co-Chair)	CBE Technician	N
A. McDonald	Committee Secretary	N	A. Book	Chief Building Warden	Y
P. Hauser	Safety Resources	Y	D. Pavier/ B. Pokoyoway	CGE Technician	Y
M. Bardouh	Building zone Manager	Y	B. Cole	E Shops	Y
E. Nordquist	Sci-Fi Camp Director	N	J. Pannell	ECE Technician	N
D. Bitner	ME Technician	N	D. Lynch	ECE Faculty	N
A. Stock	Undergrad Student	N	S. Alam	CBE Faculty	N
O. Olubajo	Graduate Student	N	S. Cook	OHC	Y

AGENDA ITEM		ACTION ITEM
	Quorum Reached? 50% of members and one employer present to reach quorum of a meeting committee. <i>(Brief meeting of Susan Cook and Blair Cole as they were present, they will be introduced at July's meeting officially.)</i>	QUORUM NOT MET: MEETING CANCELLED
I.	Introductions/Guest - R. Blondin/V. Bendig	
	<i>Blair Cole – New Engineering Shops representative, replacing Bob Wilson – retired.</i> <i>Susan Cook – New OHC representative for the college</i>	
II.	APPROVAL OF AGENDA	
	MOTION: To approve the agenda as circulated on June 28th, 2016 MOVED: SECONDED:	
III.	REVIEW AND APPROVAL OF PRIOR MINUTE(S)	
	MOTION: To approve minutes from May 26th, 2016 as circulated on June 7th, 2016 MOVED: SECONDED:	
III.	Updates from Safety Committees or Subcommittees	
a.	Safety Management System (SMS) – P. Hauser The assessment will include: <ul style="list-style-type: none"> • SMS documentation review (inspection reports, safety meeting minutes, training records, written procedures), • A physical inspection of lab(s) or other research space, • Discussions and documentation of existing SMS processes and any recommendations for improvements, or concerns present. 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.	ACTION: <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.	<p>Chemical Security Subcommittee – V. Bendig A. Book continuing to maintain the chemical inventory spreadsheets in the interim.</p>	<p>ACTION ITEM: Data Analyst Develop a chemical inventory database. <u>DUE: May 25, 2017</u></p>
c.	<p>Safety Day Planning Committee – D. Pavier/D. Lynch Safety days 2016 is scheduled for Thursday and Friday, September 8th and 9th.</p> <p>What is happening between years? Could this be reflected via the college website?</p>	<p>TABLED ACTION ITEM: D. Lynch to add table of contents to the safety day report prior to posting to the college website. <u>PAST Due: May 26, 2016</u> ACTION ITEM: A. McDonald to follow up with D. Lynch regarding previous action item. <u>Due: June 30, 2016</u> ACTION ITEM: A. McDonald to work with Data Analyst (Myles Desipeda) regarding college website layout and safety days tabs. <u>Due: June 30, 2016</u></p>
d.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – R. Blondin 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>ACTION: AESP Subcommittee(s): LSC to provide feedback to P. Hauser. <u>DUE: June 30, 2016</u></p>
IV. Outstanding Business		
a.	<p>Engineering ERP – V. Bendig/ A. Book The ERP to be completed by July 28, 2016.</p>	<p>ACTION: Goal: The ERP to be completed by July 28, 2016. <u>DUE: July 28, 2016</u></p> <p>TABLED</p>
b.	<p>Nanoparticle Research – R. Blondin R. Blondin wants this lab safety form to be in a fillable PDF format and posted on the college website.</p>	<p>ACTION: R. Blondin and Myles Desipeda (Data Analyst) to change the Nanoparticle form into a fillable PDF format. <u>DUE: July 28, 2016</u></p>
c.	<p>Procurement of hazardous materials with PCard – R. Blondin This response (feedback) was sent to the LSC May 26th via Richard Blondin from Cameron Henningsen.</p> <p>Propose to band a new Chemical Subcommittee for the development of a college wide single point of ordering for both chemicals and gasses. Volunteers: P. Hauser, A. Book, R. Blondin, V. Bendig</p>	

d.	Gas Cylinder leak in storage cage, March – P. Hauser 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&S on campus collaboratively.	ACTION: P. Hauser to send this dangerous occurrence report to V. Bendig to bring to CEC. <u>Due: Immediately</u> ACTION: Signage needed on stone wall structure of compressed gas storage area. <u>Due: Immediately</u>
e.	Push Pins on 1D Exit Doors... Continuing – A. McDonald	ACTION: A. McDonald to put up signage on this door. <u>Due: IMMEDIATELY</u>
f.	LSC Annual Report – V. Bendig/ R. Blondin	ACTION: R. Blondin to book meeting for review of report. <u>DUE: June 15, 2016</u>
g.	Define workers in the workplace – R. Blondin +/- 170 – R. Blondin to look into this, as this number is not accurate.	ACTION: R. Blondin to look into this and report back. <u>Due: June 30, 2016</u>
h.	Two 200lbs gas cylinder carts with 2 wheels – B. Pokoyoway B. Pokoyoway to find the owner of this cart and any other information pertaining to its uses.	ACTION: B. Pokoyoway to find this cart and report back to LSC. <u>Due: June 30, 2016</u>
i.	LSC Annual Safety Funding – V. Bendig \$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? LSC is to bring this back to this table for next meeting.	ACTION: LSC is to report back of any safety funding that is needed immediately. <u>Due: June 30, 2016</u>
j.	'D' labelled buckets with scoop – P. Hauser P. Hauser – does anyone need a class anyone beside shops? D. Bitner to come back P. Hauser for ME's needs as a department.	ACTION: D. Bitner to report back to P. Hauser regarding ME's 'class D' needs. <u>Due: June 30, 2016</u>
k.	Key form To be up and running, as the orientation checklist reflects this.	To be complete by June 7, 2016. – A. McDonald/V. Bendig
V.	Incident Reports	
	No incidents to report for June	
VI.	Safety Communications to College	
	Safety Top 10 Article – V. Bendig Suspended until new communications officer is recruited.	STATUS: This article is on hold until further notice. TABLED
VII.	Inspection Report (Lab Inspection Updates)	

	<p>OC14 Safety Inspection Subcommittee – R. Blondin/S. Alam <i>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.</i> New to-do's based on walk through this morning (May 26th) by V. Bendig. These action items are summarized in the inspection log – please confront this spread sheet.</p> <p>V. Bendig's goal is to see improvement in this lab space by the end of summer 2016.</p>	<p>ACTION: <i>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).</i> COMPLETION DATE: <u>September 29, 2016</u></p> <p>ACTION(s): <i>**OC14 - As Assigned in summary inspection log**</i> <u>Due: As assigned</u></p>
VIII.	New Business	
IX.	Roundtable	
X.	Meeting Adjourned	
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting of June 30th, 2016 Moved: Seconded:</p>	
<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 April 28, 2016: via enrg_lsc@usask.ca</p>		