



# 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>		July 28 <sup>th</sup> , 2016 at 14:30	
	57 Campus Drive	<b>Date of Next Meeting</b>		August 25 <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	N	A. Book	Chief Building Warden	Y
P. Hauser	Safety Resources	Y	D. Pavier	CGE Technician	N
M. Bardouh	Building zone Manager	N	B. Cole	E Shops	Y
E. Nordquist	Sci-Fi Camp Director	N	J. Pannell	ECE Technician	Y
D. Bitner	ME Technician	N	D. Lynch	ECE Faculty	Y
A. Stock	Undergrad Student	N	S. Alam	CBE Faculty	N
O. Olubajo	Graduate Student	N	S. Cook	OHC	Y

AGENDA ITEM		ACTION ITEM
<b>I.</b>	<b>Introductions/Guest - R. Blondin/V. Bendig</b>	
	<p><i>Blair Cole – New Engineering Shops representative, replacing Bob Wilson – retired.</i></p> <p><i>Susan Cook – New OHC representative for the college</i></p> <p><i>Rory Gowda-Sookochoff – as representative for Sci-Fi Camps, for E. Nordquist</i></p> <p><i>Brennan Pokoyoway – as representative of CGE Technician</i></p>	<b>Quorum Met</b>
<b>II.</b>	<b>APPROVAL OF AGENDA</b>	
	<p><b>MOTION:</b> To approve the agenda as circulated on June 22nd, 2016</p> <p>MOVED: B. Pokoyoway</p> <p>SECONDED: V. Bendig</p>	<b>CARRIED</b>
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTE(S)</b>	
	<p><b>MOTION:</b> To approve minutes from May 26th, 2016 as circulated on June 7th, 2016</p> <p>MOVED: V. Bendig</p> <p>SECONDED: J. Pannell</p>	<b>CARRIED</b>
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>	
a.	<p><b>Safety Management System (SMS) – P. Hauser</b></p> <p>The assessment will include:</p> <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> <p>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.</p> <p>JULY 28, 2016 – P. Hauser has sent out the communication. Pat met with all Department heads except ECE. Pat to contact Denard. Overall findings are positive. Common findings: outdated SOP, good documentation in place. 3 assessments out of around 25 total. Goal is to have them all complete by the end of Dec 2016.</p>	<p><b>ACTION:</b></p> <p><i>P. Hauser to have communication sent out to the College informing of assessments to happen this Summer.</i></p> <p><u>DUE: Dec 30, 2016</u></p>

b.	<p><b>Chemical Security Subcommittee – V. Bendig</b>  <i>A. Book continuing to maintain the chemical inventory spreadsheets in the interim.</i></p>	<p><b>ACTION ITEM:</b> Data Analyst Develop a chemical inventory database.  <u>DUE: May 25, 2017</u></p>
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>JULY 28, 2016 – There was a meeting July 27, 2016 to get all of the sessions scheduled. Looking to have a fair atmosphere and a keynote speaker. Schedule issues critical. Will meet again next week. Website update – not yet complete. Denard to contact Myles Desipeda. Archives being built for website.</p>	<p><b>TABLED</b></p> <p><b>ACTION ITEM:</b>  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></p> <p><b>ACTION ITEM:</b>  A. McDonald to work with Data Analyst (Myles Desipeda) regarding college website layout and safety days tabs.  <u>PAST DUE: June 30, 2016</u></p> <p><b>ACTION ITEM:</b>  D.Lynch will contact M. Desipeda regarding the website.  <u>Aug 25, 2016</u></p>
d.	<p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – R. Blondin</b>  <i>Each separate document has a representative in charge of each policy, and these policies documents were asked for feedback from the LSC.</i></p> <p>JULY 28, 2016 – Documents were provided but no feedback has been given. These documents can be altered for use in any dept. Need to be put into use to get feedback.  P. Hauser Action – will go through and make them look like they fit together.  Standardizing the forms.</p>	<p><b>ACTION: AESP Subcommittee(s):</b>  P. Hauser to make these worksheets have a standardized look and send out to the LSC for feedback.  <u>DUE: Aug 25, 2016</u></p>
<b>IV. Outstanding Business</b>		
a.	<p><b>Engineering ERP – V. Bendig/ A. Book</b>  <i>The ERP to be completed by July 28, 2016.</i></p> <p>JULY 28, 2016 – Set due date for August 2016 meeting. V. Bendig and A. Book will go through and send it to Bill Osborn for any necessary changes.  Map training for ERP offered by P. Hauser if anyone is interested. (Adobe Acrobat Pro10 &amp; Word 2010 required).</p>	<p><b>ACTION:</b>  V. Bendig and A. Book to go through and send any changes needed to B. Osborn.  <u>DUE: Aug 25, 2016</u></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>JULY 28, 2016 – R. Blondin sent email to Myles and work still needs to be done on the online form.</p>	<p><b>ACTION:</b>  R. Blondin and M. Desipeda (Data Analyst) to change the Nanoparticle form into a fillable PDF format.  <u>DUE: Aug 25, 2016</u></p>
c.	<p><b>Procurement of hazardous materials with PCard – R. Blondin</b>  <i>Propose to band a new Chemical Subcommittee for the development of a college wide single point of ordering for both chemicals and gasses.</i></p> <p>JULY 28, 2016 – <u>Changes to committee:</u>  V. Bendig has appointed Myles Desipeda to the committee.  R. Blondin is appointed to chair this subcommittee.</p> <p><i>Final subcommittee members:</i>  <b>R. Blondin (chair), P. Hauser, A. Book , M. Desipeda</b></p>	<p><b>ACTION:</b>  R. Blondin to call a meeting  <u>DUE: Aug 25, 2016</u></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><b>ACTION:</b>  <i>P. Hauser to send this dangerous occurrence report to V. Bendig to bring to CEC.</i>  <u>DUE: Immediately</u>  <b>COMPLETE</b></p> <p><b>ACTION:</b>  <i>Signage needed on stone wall structure of compressed gas storage area.</i>  <u>DUE: Immediately</u>  <b>COMPLETE</b></p>
e.	<p><b>Push Pins on 1D Exit Doors... Continuing – A. McDonald</b></p>	<p><b>ACTION:</b>  <i>A. McDonald to put up signage on this door.</i>  <u>DUE: IMMEDIATELY</u>  <b>COMPLETE</b></p>
f.	<p><b>LSC Annual Report – V. Bendig/ R. Blondin</b>   <i>JULY 28, 2016 – V. Bendig drafted report for Ernie Barber (Provost’s Office), very high level</i></p>	<p><b>ACTION:</b> <i>V. Bendig and R. Blondin to go through report and flesh it out in more detail.</i>  <u>DUE: Aug 25, 2015</u></p>
g.	<p><b>Define workers in the workplace – R. Blondin</b>  <i>+/- 170 – R. Blondin to look into this, as this number is not accurate.</i>   <i>JULY 28, 2016 – R. Blondin will need to flesh out this definition further as to who all should be included as a worker and V. Bendig will then calculate this number from his definition. P. Hauser has volunteered to help Richard with this definition.</i></p>	<p><b>ACTION:</b>  <i>R. Blondin and P. Hauser to get a proper definition of ‘worker’ for V. Bendig.</i>  <u>DUE: Aug 18, 2016</u></p> <p><b>ACTION:</b>  <i>V. Bendig will take this definition to get an accurate number of workers in the college.</i>  <u>DUE: Aug 25, 2016</u></p>
h.	<p><b>Two 200lbs gas cylinder carts with 2 wheels – B. Pokoyoway</b>  <i>B. Pokoyoway to find the owner of this cart and any other information pertaining to its uses.</i>  <i>JULY 28, 2016 – B. Pokoyoway has taken this cart out of use.</i></p>	<p><b>ACTION:</b>  <i>B. Pokoyoway to find this cart and report back to LSC.</i>  <u>DUE: June 30, 2016</u>  <b>COMPLETE</b></p>
i.	<p><b>LSC Annual Safety Funding – V. Bendig</b>  <i>\$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?</i>   <i>JULY 28, 2016 – V. Bendig needs people to bring in submissions. Reps are to take this to their department’s safety groups and report back to their colleagues and get together an urgent needs list to V. Bendig. V. Bendig will have the list to distribute at the next LSC.</i></p>	<p><b>ACTION:</b>  <i>LSC is to report back of any safety funding that is needed immediately to V. Bendig.</i>  <u>DUE: August 15, 2016</u></p> <p><b>ACTION:</b>  <i>V. Bendig to compile the list and bring it to the next meeting for review.</i>  <u>DUE: Aug 25, 2016</u></p>

j.	<p><b>'D' labelled buckets with scoop – P. Hauser</b>  P. Hauser – does anyone need a class one beside shops? D. Bitner to come back P. Hauser for ME's needs as a department.</p> <p>JULY 28, 2016 – One has been taken by ECE, A. Book to send email to faculty and staff to see if anyone is interested in the other pail.</p>	<p><b>ACTION:</b>  D. Bitner to report back to P. Hauser regarding ME's 'class D' needs.  DUE: <u>June 30, 2016</u>  <b>COMPLETE</b></p> <p><b>ACTION:</b>  A. Book to send out email regarding the other class D bucket and see if there is a need for it in the college.  DUE: <u>June 30, 2016</u></p>
k.	<p><b>Key form</b>  To be up and running, as the orientation checklist reflects this.</p> <p>JULY 28, 2016 – The key form is up and running.</p>	<p>To be complete by June 7, 2016. – A. McDonald/V. Bendig  <b>COMPLETE</b></p>
<b>V. Incident Reports</b>		
	<p>JULY 28, 2016 – No incidents to report for June.</p>	
<b>VI. 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. 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.</p> <p><b>V. Bendig's goal is to see improvement in this lab space by the end of summer 2016.</b></p> <p>JULY 28, 2016 – Another inspection will be coming up soon. V. Bendig to report back and more specific action items will be assigned again.</p>	<p><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).  COMPLETION DATE: <u>September 29, 2016</u>  <b>ACTION(s):</b>  **OC14 - As Assigned in summary inspection log**  Due: <u>As assigned</u></p>
<b>VIII. New Business</b>		
	<p><b>Replacement/ Refill Fire Extinguishers – A. Book</b>  Who is responsible for replacement and recharging them? P. Hauser has said Dave Welsh (Protective Services) would be in charge of that process.</p> <p><b>Orientation checklist there are two on the website</b>  Action - V. Bendig will let Myles Desipeda know that the form from 2012 needs to be removed from college website.</p>	<p><b>ACTION:</b> A. Book to email Dave Welsh regarding proper procedure for getting new fire extinguishers.  DUE: <u>Aug 25, 2016</u>  <b>ACTION:</b> V. Bendig will let M. Desipeda know that one needs to be removed  DUE: <u>Aug 25, 2016</u></p>

IX.	Roundtable	
X.	Meeting Adjourned	
	<b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of June 30th, 2016 Moved: V. Bendig Seconded: R. Blondin	<b>CARRIED:</b> <b>15:37</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)