



# 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>		+/- 340	
	Engineering Building	<b>Meeting date &amp; time</b>		August 25 <sup>th</sup> , 2016 at 14:30	
	57 Campus Drive	<b>Date of Next Meeting</b>		September 29 <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>	<b>Attendance Y/N</b>	<b>Members</b>	<b>Occupation of/ Representative for</b>	<b>Attendance Y/N</b>
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	B. Pokoyoway	CGE Technician	Y
M. Bardouh	Building zone Manager	Y	B. Cole	E Shops	N
E. Nordquist	Sci-Fi Camp Director	Y	J. Pannell	ECE Technician	Y
D. Bitner	ME Technician	Y	D. Lynch	ECE Faculty	Y
A. Stock	Undergrad Student	Y	S. Alam	CBE Faculty	N
O. Olubajo	Graduate Student	N	S. Cook	OHC	Y

AGENDA ITEM		ACTION ITEM
I.	Introductions/Guest - R. Blondin/V. Bendig	
II.	<b>APPROVAL OF AGENDA</b>  <b>MOTION:</b> To approve the agenda as circulated on August 23rd, 2016 with changes as discussed. MOVED: V. Bendig SECONDED: A. Book	<b>To discuss incident reports for August and new business not submitted</b>
III.	<b>REVIEW AND APPROVAL OF PRIOR MINUTE(S)</b>  <b>MOTION:</b> To approve revised minutes from July 28th, 2016 as circulated on August 10th 2016. MOVED: S. Cook SECONDED: V. Bendig  <b>MOTION:</b> All active LSC members are voting members at this table. <b>ABSTAINED: NONE</b>	<b>A. McDonald emailed the revision to the LSC during meeting</b>  <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> <b>This will be taking a lower priority on P. Hauser's desk – however the due date remains the same. P. Hauser has completed 10 of about 25 assessments and is generally finding old SOPs and frequencies of physical inspections are lower than he would like to see.</b>	<b>ACTION:</b> P. Hauser to have assessments completed for the college. <u>DUE: Dec 30, 2016</u>
b.	<b>Chemical Security Subcommittee – V. Bendig</b> A. Book continuing to maintain the chemical inventory spreadsheets in the interim. <b>To be removed from future Agenda's until April 2017.</b>	<b>ACTION ITEM:</b> Data Analyst Develop a chemical inventory database. <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><b>Final schedule almost complete, a few things left to do. D. Lynch continuing to work with Myles Desipeda (Data Analyst) regarding updates to website for the coming year and archives of previous years' reports.</b></p>	<p><b>ACTION ITEM:</b>  D. Lynch to add D. Pavier and Carlene Deutscher (College Event Coordinator) to the "Safety Days Contact Info" section of college website.  <u>DUE: September 29, 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><b>P. Hauser was not quite ready to send these out. He will have these for the LSC to review by September 29, 2016.</b></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: September 29, 2016</u></p>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<p><b>Engineering ERP – V. Bendig/ A. Book</b>  <i>ERP being updated and posted to the college website upon approval by the LSC.</i></p> <p><b>Final draft being completed by A. Book. Upon completion V. Bendig will distribute to the LSC for an electronic vote.</b></p>	<p><b>ACTION:</b>  A. Book to finish updates to the ERP and have to V. Bendig by September 1, 2016.  <u>DUE: September 29, 2016</u></p>
b.	<p><b>Nanoparticle Research – R. Blondin</b>  <i>R. Blondin wants this lab safety form to be in a fillable PDF format and posted on the college website.</i></p> <p><b>COMPLETE</b></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>Final subcommittee members: R. Blondin (chair), P. Hauser, A. Book , M. Desipeda</i>  <b>To be reflected as 'Chemical Inventory Subcommittee' and appear in section III of agenda items going forward.</b>  The Chemical Inventory subcommittee met on August 24, 2016 to discuss the development of the college wide single point of ordering system for chemicals and gasses. They hope to get a copy of ME's order form from Rob Peace for review as a template to start from.</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>COMPLETE</b></p>	
e.	<p><b>LSC Annual Report – V. Bendig/ R. Blondin</b>  V. Bendig to complete and send to LSC for electronic vote. Upon approval this will be posted to the college website.</p>	<p><b>ACTION: V. Bendig to complete and email to LSC for electronic approval.</b>  <u>DUE: September 29, 2015</u></p>

f.	<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>P. Hauser handed out document stating classification of paid engineering personnel. Lively discussion on what to use from this document. Agreement came to stating on these minutes that the LSC represents at any given time an estimated 2500 community members.</b></p> <p><b>The agenda and minutes will reflect +/-340 employees going forward.</b></p> <p><b>COMPLETE</b></p>	
g.	<p><b>LSC Annual Safety Funding – V. Bendig</b> Spreadsheet was circulated to LSC on Monday, August 22 by V. Bendig. Discussion was had on several quotations and if they fell under lab &amp; research use, and missing quotation(s) were added to this spreadsheet. The total ended up being a very rough \$28,900. Please see updated attached spreadsheet for reference.</p> <p>Motion: To approve the annual safety funding as discussed up to \$25,000 of funding and the Dean’s office will cover up to \$3,000 over \$28,000. Moved: V. Bendig Seconded: R. Blondin</p>	<p><b>ATTACHED:</b> LSC Chemical Security Subcommittee – RSF draft 1 Aug 2016.v1.xlsx</p> <p><b>CARRIED</b></p>
h.	<p><b>‘D’ labelled buckets with scoop – P. Hauser</b> Pat to send to A. Book instructions which she will attach to the class D extinguishers.</p>	<p><b>ACTION:</b> <i>P. Hauser to send A. Book instructions for class D extinguishers.</i> <u>DUE: September 29, 2016</u></p>
i.	<p><b>Replacement/ Refill Fire Extinguishers – A. Book</b> <i>Who is responsible for replacement and recharging them? P. Hauser has said Dave Welsh (Protective Services) would be in charge of that process.</i> <b>Safety services provides these and it is a matter of requesting them.</b> <b>COMPLETE</b></p>	
j.	<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. <b>COMPLETE</b></p>	<p><b>ACTION:</b> <i>V. Bendig will let M. Desipeda know that one needs to be removed</i> <u>Due: Aug 25, 2016</u></p>
<b>V. Incident Reports</b>		
	<p><b>Sci-Fi Instructor splashed Sodium Hydroxide in Eyes – E. Nordquist</b> Instructor splashed Sodium Hydroxide in eyes during routine chemistry experiment. Instructor immediately rinsed out eyes at the nearest eye wash station for an estimated 15 minutes and sought medical attention at student health services. The instructor was deemed fit for work as there was no damage done and returned to work immediately. The incident could have been avoided by wearing his safety goggles.</p> <p><b>CBE 2D03 – Install of ALD (Atomic Layer Deposition) Instrument – R. Blondin</b> On August 22<sup>nd</sup> at 3:00 a technician from Finland was present in 2D03 to install the ALD instrument, and with that a transfer of DEZ (Diethyl Zinc) once on site. When this was being done, it needs to be done in a glove box, as the DEZ has the tendency to ignite on contact with air and moisture, so Argon is added to the glove box to remove any excess air and moisture. Ignition did happen (as the risk is high), however it diminished as it was inert environment inside the glove box. The transfer stopped at this point to transfer the remaining DEZ into a special container and to purge the container with argon. <i>All done inside the glove box.</i> Then the remainder of the DEZ was transferred into the ALD instrument.</p> <p>It is confirmed by the lab technicians and installation technician from Finland that this instrument is safe to use as the DEZ (Diethyl Zinc) is closed and contained in the instrument, there is no possible hazard. The instrument is under vacuum and the set of valves will prevent it from coming in contact with air and moisture.</p>	<p><b>ACTION:</b> <i>In the future incident reports should also be sent to LSC Secretary. A. McDonald and R. Blondin to set this up with P. Hauser.</i> <u>DUE: September 1, 2016</u></p> <p><b>ACTION:</b> <i>R. Blondin to fill out an incident report and to classify it as a ‘near-miss’.</i> <u>DUE: September 29, 2016</u></p> <p><b>ACTION:</b> <i>R. Blondin to obtain manufacturer’s SOP for transfer of the DEZ (Diethyl Zinc) or other precursor.</i> <u>DUE: September 29, 2016</u></p>

	<p>In the future, when adding the DEZ (Diethyl Zinc) to the ALD instrument we will want to ensure to follow the SOP which the manufacturer of the ALD will provide in order to make the transfer of the DEZ or other precursor.</p> <p><b>Controlled Release of Helium Gas in Fume Hood – R. Blondin</b>  The release of helium gas contained 01% ammonia inside the 1D25 fume hood. No exposure and injury occurred. The incident occurred on Tuesday, August 16<sup>th</sup> at 2:30pm. The set-up used is used regularly and was recently test for leaks following all safety measures, precautions and handling procedures.  During time of the incident an experiment was performed and after an hour of time it was noticed that there was no flow of gas, and the pressure gauge on the cylinder read zero.</p> <p>This was all discussed here at the LSC, and it was decided to submit an incident report upon agreed recommendation.</p>	
<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>  <i>This article is on hold until further notice.</i>  <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>  <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 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><b>ACTION:</b>  <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>  <b>COMPLETION DATE:</b>  <u>September 29, 2016</u>  <b>ACTION(s):</b>  <i>**OC14 - As Assigned in summary inspection log**</i>  <u>Due: As assigned</u></p>
<b>VIII.</b>	<b>New Business</b>	
<b>IX.</b>	<b>Roundtable</b>	
	<p>This was E. Nordquist's last meeting with the LSC –His last day is September 15. A. McDonald to get a thank-you card.</p> <p>A. McDonald to send out a new meeting invite with the correct room number for a year's worth of meetings.</p> <p>Grad student Chairs – Does your lab need replacement chairs? If so, please get this information to V. Bendig.</p>	
<b>X.</b>	<b>Meeting Adjourned</b>	
	<p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of August 25th, 2016  Moved: A. Book  Seconded: V. Bendig</p>	<p><b>CARRIED: 16:17</b></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 August 23rd, 2016: via [enrg\\_lsc@usask.ca](mailto:enrg_lsc@usask.ca)

Copy 4 - Posted: <http://engineering.usask.ca/service-and-support/safety-security.php> (when approved)

