



Minutes

Name of Committee	College of Engineering – Local Safety Committee					
Worksite Mailing Address & Postal Code	Rm 3B48	Total # of workers in workplace	+/- 340			
	Engineering Building		Meeting date & time	September 29th, 2016 at 14:30		
	57 Campus Drive			Date of Next Meeting	October 27th, 2016 at 14:30	
	Saskatoon, SK S7N 5A9				ENG Room#	2A15
Members	Occupation of/ Representative for	Attendance Y/N	Members			Occupation of/ Representative for
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	CGE Technician	Y	
M. Bardouh	Building zone Manager	Y	B. Cole	E Shops	Y	
M. Bourke	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	Y	
O. Olubajo	Graduate Student	N	S. Cook	OHC	Y	

AGENDA ITEM		ACTION ITEM
I.	Introductions/Guest - R. Blondin/V. Bendig Maureen Bourke – Sci-Fi Coordinator, replacing Evan Nordquist	
II.	APPROVAL OF AGENDA MOTION: To approve the agenda as circulated on September 23rd, 2016 MOVED: D. Pavier SECONDED: M. Bardouh	CARRIED
III.	REVIEW AND APPROVAL OF PRIOR MINUTE(S) MOTION: To approve revised minutes from August 25 th , 2016 meeting MOVED: V. Bendig SECONDED: J. Pannell	CARRIED
III.	Updates from Safety Committees or Subcommittees	
a.	Chemical Inventory Subcommittee - R. Blondin The development of the college wide single point of ordering system for chemicals and gasses.	ACTION: R. Blondin to hold October meeting for subcommittee and report back to LSC regarding Rob Peace's (Mechanical Engineering Technician) template. <u>Due: October 27, 2016</u>
b.	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. September 29, 2016: P. Hauser brought a template of the SMS assessment report for the table to physically review at this meeting.	ACTION: P. Hauser to have assessments completed for the college. <u>DUE: Dec 30, 2016</u>

c.	<p>Safety Day Planning Committee – D. Pavier/D. Lynch September 29, 2016: The numbers of attendees should be back soon – and then the subcommittee know how successful we they were.</p>	<p>ACTION ITEM: D. Lynch to add D. Pavier and Carlene Deutscher (College Event Coordinator) to the “Safety Days Contact Info” section of college website. <u>DUE: October 27, 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, and these policies documents were asked for feedback from the LSC.</p>	<p>ACTION: AESP Subcommittee(s): LSC to review these documents for feedback and report to P. Hauser or at next LSC meeting. <u>DUE: October 27, 2016</u></p>
IV. Outstanding Business		
a.	<p>Engineering ERP – V. Bendig/ A. Book ERP being updated and posted to the college website upon approval by the LSC.</p>	<p>ACTION: A. Book and V. Bendig to complete the college’s ERP. <u>DUE: October 27, 2016</u></p>
b.	<p>LSC Annual Report – V. Bendig/ R. Blondin Motion: To approve with change to wording of ‘OH&S’ to: ‘Section 3 of SK Employment Act’ Moved: V. Bendig Abstained: NONE</p>	<p>ACTION: V. Bendig to post to website. <u>DUE: October 27, 2015</u> CARRIED</p>
c.	<p>Annual Safety Funding (LSF) – V. Bendig September 29, 2016: Overall budget is working out nicely as people are starting to submit their invoices.</p>	<p>ACTION: All approved LSF purchases need to be reconciled by March 31, 2017. <u>DUE: March 31, 2017</u></p>
d.	<p>‘D’ labelled buckets with scoop – P. Hauser Instructions needed for use on class D fire extinguishers.</p>	<p>ACTION: P. Hauser to send A. Book hyperlinks for ‘how-to’ videos <u>DUE: October 27, 2016</u></p>
e.	<p>CBE 2D03 – Install of ALD (Atomic Layer Deposition) Instrument – R. Blondin Q: How do I classify as a near-miss? Q: Who classifies this as such? P. Hauser: Safety resources would classify it based on investigation from the incident report. See further discussion under section V</p>	<p>ACTION: R. Blondin to obtain manufacturer’s SOP for transfer of the DEZ (Diethyl Zinc) or other precursor. <u>DUE: September 29, 2016</u> COMPLETE</p>
f.	<p>Grad student chair replacements – V. Bendig V. Bendig hopes to submit this request by October 14, 2016.</p>	<p>ACTION: Get your requests for grad chair replacements to V. Bendig <u>DUE: IMMEDIATELY</u></p>

V.	Incident Reports	
	<p>Mercury spill into lab drain – L. Blondin This incident started with a broken mercury barometer, and the employee involved tried to dispose of it properly for waste services. While this was happening, the seal broke and squirted mercury into the fume hood. The employee was wearing gloves, however up to 50ml of mercury went into the left hand drain of the fume hood. When the employee phoned Safety Resources, they said to phone a plumber. When the employee phone FMD, they asked for a CFOAPAL.</p> <p>Incident Report Distribution list created: updated and live document that is to be kept updated by A. McDonald as part of college orientation/exit process</p> <p>Discussion: Follow up of incidents from safety services – is this something that is practiced when there is an incident?</p> <p style="padding-left: 40px;">Patrick Hauser: shared information from a safety conference regarding incidents in the work place and why they take place. This information was emailed to the LSC during the meeting.</p> <p>Dangerous Occurrence vs. near miss? How does one classify or define this? If we are looking internally for follow up of incidents – we need to know the difference.</p>	<p>ACTION: M. Bardouh to go to zone 3 and inquire regarding customer safety dispatch(s) and report back to LSC. P. Hauser to take to Safety Resources regarding aid needed when hazards are identified and report back to LSC. <u>DUE: October 27, 2016</u></p> <p>ACTION: V. Bendig and P. Hauser to put together college classifications for dangerous occurrence and near miss incident(s). <u>DUE: October 27, 2016</u></p>
VI.	Safety Communications to College	
	<p>Safety Top 10 Article – V. Bendig Suspended until new communications officer is recruited.</p>	<p>STATUS: This article is on hold until further notice. TABLED</p>
VII.	Inspection Report (Lab Inspection Updates)	
	<p>OC14 Safety Inspection Subcommittee – R. Blondin/S. Alam 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.</p> <p>September 29, 2016: Major construction/renovation starts on Monday, October 3 in OC14. This lab will be shut-down until October 13, 2016.</p>	<p>ACTION: 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).</p> <p>ACTION(s): **OC14 - As Assigned in summary inspection log** Due: As assigned</p>
VIII.	New Business	
	<p>LSC's Inspection Schedule – P. Hauser P. Hauser and R. Blondin will be working are to be setting up LSC's safety inspection schedule.</p>	

IX.	Roundtable	
	<p><u>Dale Pavier:</u> Student is running experiments in Dale Pavier's lab – and is wondering if she has to have the new employee orientation? Patrick Hauser: Online lab safety is sufficient Dale Pavier would provide area specific orientation too.</p> <p><u>Fire Extinguishers:</u> Patrick Hauser: Safety Resources has this as an ongoing project, campus wide – including Engineering. This campus refresh is set to be completed by December 31, 2016.</p>	
X.	Meeting Adjourned	
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting of September 29th, 2016 Moved: D. Lynch Seconded: A. Book</p>	<p>CARRIED 3:37</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 September 23rd, 2016: via enrg_lsc@usask.ca

Copy 4 – Posted to <http://engineering.usask.ca/service-and-support/safety-security.php> (upon approval)