



## LOCAL SAFETY COMMITTEE MINUTES

| <b>Name of Committee</b>                          | <b>College of Engineering – Local Safety Committee</b>                         |  |                             |   |                    |
|---|--|--|-----------------------------|---|--------------------|
| <b>Worksite Mailing Address &amp; Postal Code</b> | Rm 3B48<br>Engineering Building 57<br>Campus Drive<br>Saskatoon, SK<br>S7N 5A9 | <b>Total # of workers in workplace</b> | +/- 340                     |   |                    |
|   |  | <b>Meeting date &amp; time</b>         | June 29, 2017 at 14:30      |   |                    |
|   |  | <b>Date of Next Meeting</b>            | July 27, 2017 at 14:30      |   |                    |
|   |  | <b>ENG Room#</b>                       | 2A15                        |   |                    |
| <b>Members</b>                                    | <b>Occupation of/ Representative for</b>                                       | <b>Present Y/N</b>                     | <b>Members</b>              | <b>Occupation of/ Representative for</b>                              | <b>Present Y/N</b> |
| Veronica Bendig                                   | COO/Management Representative (Co-Chair)                                       | Y                                      | Jim Bugg                    | ADO - Management Representative                                       | Y                  |
| Richard Blondin                                   | Chemical & Biological Technician/Employee (Co-Chair)                           | Y                                      | Adam Hamerlindl             | Civil, Geological, & Environmental Technician/Employee Representative | N                  |
| Doug Bitner                                       | Mechanical Technician/Employee Representative                                  | Y                                      | Jason Pannell               | ECE Technician/Employee Representative                                | Y                  |
| Andrea Book                                       | Engineering Shops Representative/ Chief Building Warden                        | N                                      | Marwan Bardouh              | Building Zone Manager/FMD Representative                              | Y                  |
| Maureen Bourke                                    | Sci-Fi Camp Representative   | N                                      | Brenda Butler/ JoAnn Murphy | Library Representative  | N                  |
| Shafiq Alam                                       | Faculty Representative   | Y                                      | Denard Lynch                | Faculty Representative  | Y                  |
| Kristin Trondson                                  | Administrative Office Representative/ Committee Secretary                      | N                                      | Susan Cook                  | OHC Representative  | Y                  |
| Ashley Stock                                      | Undergrad Student Representative   | N                                      | Nribesh Ayer                | Graduate Student Representative                                       | Y                  |
| Patrick Hauser                                    | Safety Resources Representative  | Y                                      |                             |   |                    |



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| AGENDA ITEM | DISCUSSION  | ACTION/FOLLOW-UP |
|-------------|---|------------------|
| I.          | <b>Introductions/Guest - R. Blondin/V. Bendig</b><br><br><b>Jim Bugg</b> – Associate Dean, Operations – Additional Management Representative has been added to the committee in order to support quorum requirements when Management Co-Chair cannot attend. Welcome Jim.   |                  |
| II.         | <b>APPROVAL OF AGENDA</b>   |                  |
|             | <b>MOTION:</b> To approve the revised agenda as circulated on June 29 <sup>th</sup> 1:50pm<br><b>Discussion:</b> Additions – eyewash station (Outstanding Business) and New Business items<br><br><b>All in Favour?</b> - CARRIED   |                  |
| III.        | <b>REVIEW AND APPROVAL OF PRIOR MINUTE(S)</b>   |                  |
|             | <b>MOTION:</b> To approve revised minutes as circulated June 29 <sup>th</sup> 1:50 pm from March 30, 2017<br><b>Discussion:</b> Removed track change edits for easier reading; Noted No meetings held April & May<br><br><b>All in Favour?</b> - CARRIED  |                  |
| III.        | <b>Updates from Safety Committees or Subcommittees</b>  |                  |
| a.          | <b>Chemical Inventory Subcommittee - R. Blondin</b><br><br><i>Institutional solution being pursued. R. Blondin is on the central selection committee. Provides updates as available as to the status of the project.</i><br><br>Currently 3 presentations from vendors have occurred. The University is continuing to investigate additional solutions.<br><br>Doug Bitner – Local fire department noted requirement to have available to first responders list of entire building chemical inventory (quantities are not imperative) in the event of an emergency.<br><br>Lists inside the Laboratories posted on the doors should be maintained as a way to remind occupants to keep inventory up to date.<br><br>Up to date emergency contact information is also critical to provide to Protective Services – minimum annually. |                  |
|             | <b>ACTION:</b><br><br><i>Technical staff in each department is to email V Bendig with current inventories for redistribution to Protective Services.</i><br><br><i>V. Bendig to provide consolidated chemical inventory and update emergency contact list upon receipt.</i>   |                  |



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| b.          | <p><b>Safety Management System (SMS) – P. Hauser</b><br/> <i>The assessment have all been <b>completed</b> and a <b>report issued</b> including:</i></p> <ul style="list-style-type: none"> <li>• <i>SMS documentation review (inspection reports, safety meeting minutes, training records, written procedures),</i></li> <li>• <i>A physical inspection of lab(s) or other researchspace,</i></li> <li>• <i>Discussions and documentation of existing SMS processes and any recommendations for improvements, or concerns present.</i></li> </ul> <p><b>NEW:</b> Campus wide Safety Handbook is being developed. Once complete we will be able to add college specific requirements.</p> | <p><i>Department Technicians to review at department safety committee level resulting recommendations for policy's or procedures required. Use as a guideline to continue progress.</i></p> |
| c.          | <p><b>Safety Day Planning Committee – D. Lynch</b></p> <p>D. Lynch is currently looking for information required to complete the report such as what was presented by who etc. Directed to speak to Carleen Deutscher for detailed schedule – event coordinator should have a copy.</p> <p>2017 Safety Day planning underway – Dale Pavier is co-chair and tentative dates of September 7<sup>th</sup> &amp; 8<sup>th</sup> have been selected.</p> <p>Current 2017-18 class schedules should be firm/confirmed by August 1<sup>st</sup> to allow for better planning.</p>   | <p><i>D. Lynch to complete and distribute report from 2016.</i></p>   |



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| d.          | <p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – P. Hauser</b></p> <p><i>Each separate document has a representative in charge of each policy, and these policies documents were asked for feedback from the LSC. LSC to give to provide feedback for next months' meeting, steps taken after this:</i></p> <ol style="list-style-type: none"> <li>1. Take this to department's safety committee for comments/concerns/feedback.</li> <li>2. Then after that it would go to CEC for approval as a college policy. Communication to college</li> </ol> <p>P. Hauser provided updates to R. Blondin subsequent to ME department safety committee feedback.</p> | <p><i>R. Blondin to review these documents and report to next LSC meeting if we can proceed with CEC.</i></p> <p><u><i>DUE: July 2017</i></u></p>  |
| <b>IV.</b>  | <b>Outstanding Business</b>   |  |
| a.          | <p><b>Annual Safety Funding (LSF) – V. Bendig</b></p> <p>Funding normally received in July. No spending approvals until received due to institution wide budget reductions.</p>   |  |
| b.          | <p><b>LSC's Inspection Schedule – P. Hauser</b></p>   |  |
| c.          | <p><b>Graduate Student offices – R. Blondin</b></p> <p>Prior report on electrical safety issues due to overcrowding was resolved through reorganization of furniture. No further action required on this item.</p>  |  |
| d.          | <p><b>Eye Wash Stations – P. Hauser</b></p> <p>Prior request for lists of required eye wash stations within the college have been submitted</p>   | <p><b><i>P. Hauser to send all received lists related to CoE to V. Bendig</i></b></p> <p><b><i>V. Bendig to follow up with Brad Steeves re: next steps</i></b></p>   |
| <b>V.</b>   | <b>Incident Reports</b>   |  |
|             | <p><b><i>No Incidents to Reported</i></b></p>   | <p><b><i>P. Hauser to update system to ensure Amanda is removed and Jim added to receive all college incident reports.</i></b></p> <p><b><i>R. Blondin to update internal documentation on members who receive notifications and file in LSC electronic folder</i></b></p> |



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| <b>VI.</b>   | <b>Safety Communications to College</b>   |   |
|              | Suspended until new communications staff member is recruited.   |   |
| <b>VII.</b>  | <b>Inspection Report (Lab Inspection Updates)</b>   |   |
| a.           | <p><b>OC14 Safety Inspection Subcommittee – R. Blondin/S. Alam</b></p> <p>R. Blondin reported all deficiencies have been rectified. Monthly inspections (including June) resulted in satisfactory safety practices and no additional concerns were raised. This sub committee will disband and OC14 will be incorporated into the department safety inspection schedule.</p>  |   |
| b.           | <p><b>LSC Inspection schedule for 2017-18 – R. Blondin</b></p> <p>OHC have been invited to attend/send a representative to all inspections held in the college. Next scheduled inspection is CBE on August 4<sup>th</sup></p>   | <p><b><i>R. Blondin to provide a full inspection schedule to be preformed by the LSC representatives for 2017-18 for our committee records.</i></b></p>                                 |
| <b>VIII.</b> | <b>New Business</b>   |   |
| a.           | <p><b>OHC report – S. Cook</b></p> <p>Meeting was moved to July – update to be provided at next meeting.</p> <p>See documents distributed by P. Hauser prior to this meeting for overview of institution safety progress.</p>   |   |
| b.           | <p><b>Notice of Electrical Defect</b></p> <p>All members of LSC copied on email to Department Heads to provide assessment of classification of laboratories. This is a result of a notice of defect from 2014 and if not completed and reported to SaskPower the following will apply:</p> <p>“Failure to make the required corrections and to notify the inspector in writing by the due date specified will leave no alternative but to proceed with an order for the disconnection of the electrical services to the premise.”</p> | <p><b><i>V. Bendig to gather information and provide to Brad Steeves for communication with SaskPower.</i></b></p> <p><b><i>Due: June 30th 2017</i></b></p>                             |
| c.           | <p><b>Annual Report of the LSC due – V. Bendig</b></p> <p>V. Bendig will develop metrics and charts similar to those used by the institution for inclusion in the annual report.</p> <p>Specific sections such as reports from sub committee chairs will be apparent, others will require input from other members of this committee. Department safety progress reports should be provided by Department Technicians.</p>  | <p><b><i>All committee members to review prior year document and provide input as to sections they are responsible for or wish to provide input to by July 20<sup>th</sup>.</i></b></p> |



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| d.          | <p><b>Emergency Response Plan – revisions required for 2017-18 academic year (Sept. 1, 2017)</b></p> <p>Need to review overall structure, name changes, update or new information, consistency with university ERP etc. to ensure it is ready for new students and staff entering the college.</p>   | <p><i>P. Hauser volunteered to review and provide feedback to V. Bendig before July 29h meeting.</i></p> |
| e.          | <p><b>CPR/AED training – J. Pannell</b></p> <p>ECE has identified a need for 5 individuals within the department to take CPR/AED training. LSC members were provided this training in Aug &amp; Dec 2015 – certified for 3 years. LSC provides funding for LSC members – review requirement for re-certification from this team and add to ECE to create a single class of 10 participants.</p> <p>Currently: R Blondin, J Pannell &amp; D Bitner require this training</p> <p>S. Cook would have some participants from Vet Med to add if required.</p> | <p><i>All LSC members to review and provide J. Pannell confirmation if they require training.</i></p>    |

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|  | <p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting at 3:32 pm</p> <p><b>All in Favour?</b> - CARRIED</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 26, 2017 via [enrg\\_lsc@usask.ca](mailto:enrg_lsc@usask.ca)
- Copy 4 – Posted to <http://engineering.usask.ca/service-and-support/safety-security.php>