



LOCAL SAFETY COMMITTEE MINUTES

Name of Committee	College of Engineering – Local Safety Committee				
Worksite Mailing Address & Postal Code	Rm 3B48 Engineering Building 57 Campus Drive Saskatoon, SK S7N 5A9	Total # of workers in workplace	+/- 340		
		Meeting date & time	July 27, 2017 at 14:30		
		Date of Next Meeting	August 31, 2017 at 14:30		
		ENG Room#	2A15		
Members	Occupation of/ Representative for	Present Y/N	Members	Occupation of/ Representative for	Present Y/N
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	N	Jason Pannell	ECE Technician/Employee Representative	Y
Andrea Book	Engineering Shops Representative/ Chief Building Warden	Y	Marwan Bardouh	Building Zone Manager/FMD Representative	Y
Maureen Bourke	Sci-Fi Camp Representative	Y	Brenda Butler/ JoAnn Murphy	Library Representative	Y
Shafiq Alam	Faculty Representative	N	Denard Lynch	Faculty Representative	Y
Kristin Trondson	Administrative Office Representative/ Committee Secretary	N	Susan Cook	OHC Representative	Y
Ashley Stock	Undergrad Student Representative	N	Nripesh Ayer	Graduate Student Representative	Y
Patrick Hauser	Safety Resources Representative	Y			



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AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
I.	Introductions/Guest - <i>R. Blondin/V. Bendig</i>	

Round table and introductions for new member:
JoAnn Murphy – Library Representative – 1 year term replacing Jill Crawley-Low (shared with Brenda Butler). Welcome JoAnn.

II.	APPROVAL OF AGENDA	
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MOTION: To approve the agenda as circulated
Discussion: Correction to date from July 29th to July 27th in section IV Minutes and Agenda
Moved: Marwan Bardouh
Seconded: Patrick Hauser
All in Favour? Carried

III.	REVIEW AND APPROVAL OF PRIOR MINUTE(S)	
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MOTION: To approve revised minutes as circulated for June 29, 2017 meeting?
Discussion: Defer approval of minutes to next meeting – final copy not sent
Moved:
Seconded:
All in Favour?

III.	Updates from Safety Committees or Subcommittees	
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a.	<p>Chemical Inventory Subcommittee - R. Blondin</p> <p><i>No further updates on the institutional software procurement</i></p> <p><i>We have received Chemical inventory from:</i> ECE ME CBE – 4 labs outstanding to be provided</p> <p><i>We have received Emergency contact lists from:</i> ME DO</p>	<p>Action: CBE & CGE (department reps) to provide chemical inventory lists for all laboratories prior to August 20th.</p> <p>Action: Shops, Library, ECE, CBE & CGE to provide emergency contact information prior to August 20th.</p> <p>Action: R Blondin to update CGEE Representative with action item requirements</p>
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b.	<p>Safety Management System (SMS) – P. Hauser</p> <p><i>No further actions by LSC required – remove from standing agenda in future. In the future we will review annually in May of each year.</i></p> <p><i>Jason Panel raised question as to computer laboratories requirements for SOP's & SMS:</i></p> <p><i>Pat Hauser - Computer labs do not require SOP's/SMS except for quality and consistency of maintenance of the laboratory.</i></p>	<p>Action: New Member for CGEE – Richard Blondin to provide history, report and update to ensure this is transferred to department local safety committee.</p>
c.	<p>Safety Day Planning Committee – D. Lynch</p> <p><i>2017 – confirmed dates set for Sept 6 & 7th</i> <i>Communications to potential speakers have been sent out.</i> <i>Communications to faculty and staff going out today or tomorrow.</i></p> <p><i>2016 – update provided:</i> <i>Financial - still confirming with Carlene actuals.</i> <i>Attendance: 382 second year students – errors and duplicates = 366 (95%) legitimate swipes.</i> <i>84% attended 3 or more sessions</i> <i>Survey resulted in a reported increase by participants to having strong safety knowledge from 31% to 56% after the sessions.</i> <i>Importance of culture of safety being essential was increased from 62% to 85% after the sessions.</i> <i>When participants were asked what they like most about the sessions the overwhelming responses focused on the relevancy and interest in the Industry presentations.</i> <i>Participants appreciate sessions which are interactive and engaging.</i> <i>When asked if participants had specific concerns regarding safety in the college of engineering; 5 indicated yes, and there were reports of breaker panels' doors remaining open & hygiene in bathrooms.</i></p> <p><i>Both are being addressed.</i></p>	<p>Action: D Lynch to update annual report with Safety Sub Committee information/results from 2016 safety days held.</p>



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d.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – P. Hauser</p> <p><i>Documents are complete and ready for presentation and approval at the college executive committee.</i></p>	<p>Action: V.Bendig to take to CEC for approval.</p>
IV.	Outstanding Business	
a.	<p>Annual Safety Funding (LSF) – V. Bendig</p> <p><i>We received confirmation of the funding used to support this committee. It has been reduced overall by \$8,000 however we are not certain how much may be attributed to the safety fund. Veronica is following up with the Dean to confirm actual amount allocated.</i></p>	<p>Action: Department representatives to compile safety priority requests for each department and submit to V Bendig prior to August 20th. LSC will review priorities overall at next meeting.</p>
b.	<p>Eye Wash Stations – P. Hauser</p> <p><i>Evan Olfert – Engineering next summer – discussions with financial staff re: funding status first week in August – update anticipated as to potential for one this year.</i></p>	<p>Action: Marwan – activate hallway eyewash in 2C wing – report at next meeting status.</p> <p>Action: Veronica to follow up with Brad & Evan regarding status for Engineering.</p>
c.	<p>Notice of Electrical Defect</p> <p><i>Brad Steeves is working on it as per his most recent update on July 25th update.</i></p> <p><i>This item will remain in the outstanding business section until cleared and report is received.</i></p>	<p>Action: Veronica to follow up with Brad regarding status until report is provided.</p>
d.	<p>Annual Report of the LSC due – V. Bendig</p> <p><i>Received input from Pat Hauser and Doug Bitner on behalf of ME. Require input from sub-committee chairs and all other department reps.</i></p> <p><i>Please review and update current document located at the following location: ..\Annual Reports\2016-17 LSC Annual report\2016-17 LSC annual report.v2.docx</i></p>	<p>ACTION: CBE, CGE & ECE department reps to update the annual report with the department safety committee activities for the 2016-17 year. Complete by August 20th.</p> <p>Action: Sub committee chairs to update content for annual report. Complete by August 20th</p>



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d.	<p>Emergency Response Plan – revisions required for 2017-18 academic year (Sept. 1, 2017)</p> <p><i>First review completed – need to input information in the incident reporting section and have building warden review. Send link to all LSC for review and input.</i></p> <p>..\Building Emergency Response Plan\Working Docs\ERP - ENG - v 5 0 - JULY 2017.docx</p>	<p>Action: Andrea to review as building warden and provide input.</p> <p>Action: Veronica and Pat to complete incident reporting section.</p> <p>Action: Veronica to ensure it is posted prior to end of August.</p>
e.	<p>Standard First Aid, CPR/AED training – J. Pannell</p> <p><i>VB received confirmation that Jason & Doug require training; Jason – additional list and planning proceeding?</i></p> <p><i>Aug 11 -13th Kinesiology is holding a class or St. Johns separate classes. There does not appear to be a minimum of 10 people in the college and therefore is abandoning coordination efforts. Each person should sign up individually.</i></p> <p><i>Richard raised that there may be further need in CBE, will check with DH on willingness to pay for course before identifying people.</i></p> <p><i>Veronica noted poster beside AED (in College of Ag/Bio) may be helpful to install similar (updated ones) within 3 locations of Engineering building.</i></p>	<p>Action: Pat Hauser will investigate availability of posters and place once beside each AEDs in Engineering.</p>
V.	Incident Reports	
	<p><i>No new reports</i></p> <p><i>P. Hauser requested the incident reporting system notification lists to be updated to remove Amanda McDonald and add Jim Bugg.</i></p> <p><i>Richard Blondin updated main documents of members lists in LSC folder with incident reporting notification members.</i></p>	



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VII.	Inspection Report (Lab Inspection Updates)	
b.	<p>LSC Inspection schedule for 2017-18 – R. Blondin</p> <p>CGEE and ECE are scheduled, CBE august 4th confirmed. Richard will send copy of schedule to Veronica for inclusion with finalized minutes.</p>	
VIII.	New Business	
a.	<p>OHC report – P. Hauser</p> <p>Sci-Fi safety issues:</p> <ol style="list-style-type: none"> 1. Liquid Nitrogen dispensing and use – see attached SOP and training log – confirmed they are in place and ok – no issue to resolve. 2. Collection of dead birds by Sci-Fi personnel – not to be done in the future; all issues of this nature are to be reported to the zone manager for clean up. 3. Security incident in northern SK –request that we discuss follow-up and reporting requirements for staff in the field. <p>Veronica described the situation as teenagers shaking doors and banging on windows throughout the community. Staff members (2 per room) were frightened. The community’s principle, who was overseeing these staff members was located across the street and attended to this report in person. All precautions to ensure the staff member’s safety were followed by the Director of Sci-Fi, and RCM called as a precaution. RCM determine that a police report was not required, as this was deemed an act of mischief and a 10pm curfew invoked on the community. No incident report was required and protective services was not notified.</p> <p>Pat noted future reports bypassing the LSC’s on campus and reported being directly to the OHC will be redirected to ensure the LSC has the ability to investigate and report to the OHC directly where required.</p> <p>Susan Cook – OHC met in July and will soon be welcoming a new management member when the director of facilities starts. OHC members are working on a compliance plan with the ministry and follow up required for incidents and injuries. LSC – changes to members will be announced shortly. Safety award reinstated - nomination criteria being developed. Cross walks are continuing to be updated throughout campus. West of Arts – rocky section to correct due to slip hazards. 23 inspections completed in 2017 – stronger follow up is occurring. July incident reports – down 44% for WC and lost time.</p>	<p>Action: Pat updated – will polish up report drafted for OHC and provide a copy to LSC for review prior to presenting.</p>



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b.	<p>Respirator fittings – V. Bendig</p> <p><i>Communication to all department safety committees to ensure annual respirator fittings are completed by all students, faculty and staff who are required to utilize this device. This fitting is being completed within the Facilities Management Division Safety Office in USB room E64 on Wednesdays between 9am and 11 am.</i></p>	<p>Action: all department representatives to notify DSC of this requirement, schedule and location to ensure we adhere to this requirement.</p> <p>Action: R. Blondin to inform Department representatives who are absence of this action item.</p>
c.	<p>Nano Particle Safety – P. Hauser</p> <p>CoE is using WCVM imaging services. A concern was raised in regards to the transportation and information provided to support the transfer of product.</p> <p>Transportation should included a secondary container within the SOP which Pat is developing.</p> <p>A form is being developed to receive this product and will restrict the type of container to glass.</p> <p>Darrell Solie is looking into installing a dedicated CSA approved fume hood within Engineering for this product. Hepa filters etc. might be required if more substantial quantities were used.</p> <p>Pat is currently receiving calls related to use of this product and as a result is delivering courses on Nano safety to new students or research's and requiring a sign off on SOP's.</p>	<p>Action: Pat will update the LSC for the next meeting as to the SOP's developed to address both transportation and delivery of Nano particles to other units on campus.</p>
IX.	Roundtable	
	<p>Reminder – fire warden training</p> <p>Session One: Thursday, August 24th @ 2:00 pm Room AGRI 1E79</p> <p>Session Two: Wednesday, August 30, 2017 @ 9:30 am Room AGRI 1E79</p>	<p>Action: All LSC members to attend one of these two sessions.</p>
X.	Meeting Adjourned	
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting at</p> <p>Moved: Veronica Seconded: Andrea All in Favour? carried</p>	

Distributed copies as follows:

- Copy 1 - Permanent Committee Files N:\LSC\2017-18 Documentation
- Copy 2 – Emailed to ENGR_LSC@usask.ca
- Copy 3 – Posted to <http://engineering.usask.ca/service-and-support/safety-security.php>