



## 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 Engineering Building 57 Campus Drive Saskatoon, SK S7N 5A9	<b>Total # of workers in workplace</b>	+/- 340		
		<b>Meeting date &amp; time</b>	August 31, 2017 at 14:30		
		<b>Date of Next Meeting</b>	September 28, 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)	N	Adam Hammerlindl	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	Y	Marwan Bardouh	Building Zone Manager/FMD Representative	N
Maureen Bourke	Sci-Fi Camp Representative	N	Brenda Butler/ JoAnn Murphy	Library Representative	N/N
Shafiq Alam	Faculty Representative	N	Denard Lynch	Faculty Representative	N
Kristin Trondson	Administrative Office Representative/ Committee Secretary	N	Susan Cook	OHC Representative	Y
<b>Community Members Invited to Attend</b>					
Ashley Stock	Undergrad Student Representative	N	Nripesh Ayer	Graduate Student Representative	Y
Patrick Hauser	Safety Resources Representative	Y			
<b>Quorum – 14 members - To ensure quorum, one half of the committee members must be present</b>					



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AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
I.	Introductions/Guest - <i>R. Blondin/V. Bendig</i>	
<p><b>Round table and introductions for new member:</b></p> <p>Guests - Civil, Geological &amp; Environmental Engineering            Hellen Yin – CGEE            Donna Beneteau            Dale Pavier</p>		
II.	APPROVAL OF AGENDA	
	<p><b>MOTION:</b> To approve the agenda as circulated  <b>Discussion:</b>  <b>Moved:</b> Doug Bitner  <b>Seconded:</b> Jason Pannell  <b>All in Favour?</b> - Passed</p>	
III.	REVIEW AND APPROVAL OF PRIOR MINUTE(S)	
	<p><b>MOTION:</b> To approve minutes as circulated for June 29, 2017 meeting?  <b>Discussion:</b>  <b>Moved:</b> Andrea Book  <b>Seconded:</b> Jason Pannell  <b>All in Favour?</b> Passed</p> <p><b>MOTION:</b> To approve minutes as circulated for July 27, 2017 meeting?  <b>Discussion:</b>  <b>Moved:</b> Jim Bugg  <b>Seconded:</b> Susan Cook  <b>All in Favour?</b> Passed</p> <p>Noted we need to update approved minutes on web</p>	
III.	Updates from Safety Committees or Subcommittees	



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a.	<p><b>Chemical Inventory Subcommittee - R. Blondin</b></p> <p>STATUS UPDATE ON ACTION ITEMS (4 TECH REPs &amp; V Bendig):</p> <p><i>CBE &amp; CGEE (department reps) to provide chemical inventory lists for all laboratories prior to August 20<sup>th</sup>.</i></p> <p>Received ECE, ME and partial for CBE</p> <p><i>Shops, ECE, CBE &amp; CGEE to provide emergency contact information prior to August 20<sup>th</sup>.</i></p> <p>Received ME, Library and CBE – still require ECE (partial submitted) &amp; CGEE</p> <p><i>R Blondin to update CGEE Representative with action item requirements</i></p>	<b>ACTION:</b>
b.	<p><b>Safety Management System (SMS) – P. Hauser</b></p> <p>STATUS UPDATE ON ACTION ITEMS (R Blondin, A Hammerlindl, ) :</p> <p><i>New Member for CGEE – Richard Blondin to provide history, report and update to ensure this is transferred to department local safety committee.</i></p> <p>Veronica - Remove from future agendas – add to May each year</p>	
c.	<p><b>Safety Day Planning Committee – D. Lynch</b></p> <p>STATUS UPDATE ON ACTION ITEMS (D. Pavier for D. Lynch) :</p> <p>Draft final report from 2016-17 was submitted</p> <p><b>2017-18 is planned; specific session schedules are being confirmed</b>  <b>We will be using Top Hat rather than swipe cards to track attendance this year.</b>  <b>This will address attendance concerns as response during sessions will be required to confirm attendance.</b></p>	



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d.	<p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – P. Hauser</b></p> <p>STATUS UPDATE ON ACTION ITEMS (V. Bendig) :</p> <p><b>V. Bendig to take to CEC for approval</b></p> <p><i>No CEC Meeting in August – requested to be placed on September meeting agenda.</i></p>	
IV.	<b>Outstanding Business</b>	
a.	<p><b>Annual Safety Funding (LSF) – V. Bendig</b></p> <p><b><i>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.</i></b></p> <p>Nothing received as at August 25<sup>th</sup>; resent submission date to September 15<sup>th</sup>.</p>	
b.	<p><b>LSC’s Inspection Schedule – R. Blondin</b></p> <p>No Update</p>	
d.	<p><b>Eye Wash Stations – P. Hauser</b></p> <p>STATUS UPDATE ON ACTION ITEMS (M Bardouh &amp; V Bendig) :</p> <p><b><i>Marwan – activate hallway eyewash in 2C wing – report at next meeting status.</i></b>          Veronica Reported on behalf of Marwan this has now been completed.</p> <p><b><i>Veronica to follow up with Brad &amp; Evan regarding status for Engineering.</i></b>          Email update request sent Aug 25<sup>th</sup></p> <p>Will follow up again on Sept 15<sup>th</sup>.</p>	
b.	<p><b>Notice of Electrical Defect</b></p> <p>STATUS UPDATE ON ACTION ITEMS (V. Bendig) :</p> <p><b><i>Veronica to follow up with Brad regarding status until report is provided.</i></b></p> <p>Follow up requested August 25<sup>th</sup></p> <p>Will follow up again on Sept 15<sup>th</sup>.</p>	



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c.	<p><b>Annual Report of the LSC due – V. Bendig</b></p> <p>STATUS UPDATE ON ACTION ITEMS (Sub committee chairs &amp; Dept Reps) :</p> <p><b>ACTION: CBE, CGEE &amp; ECE department reps to update the annual report with the department safety committee activities for the 2016-17 year.</b></p> <p><b>Was to be completed by August 20<sup>th</sup>; has been extended to September 15<sup>th</sup>.</b></p> <p><b>Action: Sub committee chairs to update content for annual report. Complete by August 20<sup>th</sup> has been extended to Sept 15<sup>th</sup> – 2 weeks provide content</b></p>	<p><b><i>V. Bendig to update Richard for CBE and Sub Committee chair input.</i></b></p>
d.	<p><b>Emergency Response Plan – revisions required for 2017-18 academic year (Sept. 1, 2017)</b></p> <p>STATUS UPDATE ON ACTION ITEMS (A. Book, P. Hauser &amp; V. Bendig) :</p> <p><b>Action: Andrea to review as building warden and provide input.</b></p> <p><b>Action: Veronica and Pat to complete incident reporting section.</b></p> <p><b>Action: Veronica to ensure it is posted prior to end of August.</b></p> <p>There are bigger changes with regards to roles and responsibilities section of the campus wide ERP. Andrea will meet with David Welsh and provide updates to ERP. As building Warden we know the appendix one section will be removed and created as a separate document.</p>	<p><b><i>Andrea to update after meeting and notify Veronica.</i></b></p>
e.	<p><b>OHC report – P. Hauser</b></p> <p>Sci-Fi safety issues:</p> <ol style="list-style-type: none"> <li>1. Liquid Nitrogen dispensing and use – see attached SOP and training log</li> <li>2. Collection of dead birds by Sci-Fi personnel</li> <li>3. Security incident in northern SK – discuss follow up and reporting</li> </ol> <p><b>Action: Pat updated – will polish up report drafted for OHC and provide a copy to LSC for review prior to presenting.</b></p>	



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f.	<p><b>Respirator fittings – V. Bendig</b>            Communication required for all department safety committees. Students, faculty and staff who use of respirators for work, are required to have an annual fitting completed. This is now being done over in safety resources office between 9am and 11 am on Wednesdays.</p> <p><b>Action: all department representatives to notify DSC of this requirement, schedule and location to ensure we adhere to this requirement.</b></p> <p><b>Action: R. Blondin to inform Department representatives who are absence of this action item.</b></p> <p>All informed – remove from future agendas.</p>	
g.	<p><b>Nano Particle Safety – P. Hauser</b>            CoE using WCVI imaging services – transportation and SOP for transfer of product            Dedicated CSA approved fume hood discussion</p> <p><b>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.</b></p> <p>Vet med is using a modified SOP form ENG, but have not finalized the shipping form, Pat will provide both when completed.</p>	<p><i>Pat to provide form (include SOP within) when complete – September 28<sup>th</sup> meeting</i></p>
V.	<b>Incident Reports</b>	
	<p><b>STATUS UPDATE ON ACTION ITEMS (M. Bourke, V. Bendig) :</b></p> <p>August Incident reported: Crushed finger between door and table while removing furniture to enable janitorial staff to clean floors.</p> <p>Staff member received medical attention and as a result the WCB forms were completed.</p> <p>Remediation actions resulted in the policy that staff will not be required to move furniture out of classrooms to facilitate clean.</p>	
VII.	<b>Inspection Report (Lab Inspection Updates)</b>	



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b.	<p><b>LSC Inspection schedule for 2017-18 – R. Blondin</b></p> <p>STATUS UPDATE ON ACTION ITEMS (R Blondin) :</p> <p>CGEE and ECE are scheduled, CBE august 4th confirmed.</p> <p>Richard will send copy of schedule to Veronica for inclusion with finalized minutes.</p>	
<b>VIII.</b>	<b>New Business</b>	
a.	<p><b>Working Alone Procedure – Adam Hammerlindl</b></p> <p>Email from Donna Beneteau indicated the procedure is out of date</p> <p>August 2013 – require to be re-dated every 3 years – each rep to review and provide feedback if changes are required. VB will distribute for review and approval at next meeting</p>	
b.	<p><b>FMD – Electrical Inspections - – Adam Hammerlindl</b></p> <p>“FMD must have their trades people provide a short workplace inspection, especially on electrical, when they are doing work in areas. This is to be provided to their clients requesting work. This is because our cutting room is shut down because of electrical and floor defects. FMD had trades people doing both electrical and floor repairs in the past 24 months. If they had reported problems then, we could have been proactive with the repairs. Geology 11 has been out of commission for 4 months already, and the repairs aren’t yet scheduled. Plus we are being forced to pay for university infrastructure in order to get the repairs done this year. We need this room in the next couple of weeks as this is preventing us from doing teaching and research work.”</p> <p>Safety issue – water with electrical saws – Ground fault protection</p>	<p><b>Action: Sue/Pat will escalate to OHC inspections complete prior to closing of a work order, inspections by knowledgeable trades to catch material safety issues.</b></p>
<b>IX.</b>	<b>Roundtable</b>	



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	<p>Pat CoE vehicles and university vehicles are being provided with mission zero stickers to be adhered to the vehicle.</p> <p>Andrea Book as Building Warden, requested emergency money to prepare kits for safety volunteers. These kits will allow volunteers (floor and door guards) the visual checklists, maps and notes to provide a formal report to warden.</p> <p><b>Motion: Veronica Bendig</b>  <b>Seconded: Jim Bugg</b>  <b>All in favor?</b> Passed</p>	<p><b>Action: Pat will bring stickers to Hardy Lab for consideration on trailers and other “vehicles”.</b></p>
X.	<b>Meeting Adjourned</b>	
	<p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting at</p> <p><b>Moved: Jason Pannell</b>  <b>Seconded: Andrea Book</b>  <b>All in Favour?</b> Pass</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>