



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	September 28, 2017 at 14:30		
		Date of Next Meeting	October 26, 2017 at 14:30		
		ENG Room#	3B60		
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 Hammerlindl	Civil, Geological, & Environmental Technician/Employee Representative	Y
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	Y
Maureen Bourke	Sci-Fi Camp Representative	Y	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
Community Members Invited to Attend					
Ashley Stock	Undergrad Student Representative	N	Nripesh Ayer	Graduate Student Representative	N
Patrick Hauser	Safety Resources Representative	Y			
Quorum – 14 members - To ensure quorum, one half of the committee members must be present					



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AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
b.	<p>Safety Day Planning Committee – D. Lynch</p> <p>Safety days for 2017-18 is complete, however there was a delay in sending out the feedback survey to students. It should have gone out now and we are waiting to review responses from students. All proceeded without incident.</p>	
c.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – P. Hauser</p> <p>STATUS UPDATE ON ACTION ITEMS (V. Bendig): See attached feedback from department safety committee (ME).</p> <p>The CEC requested feedback from all department safety committees. Technical staff representatives from the LSC will review with the department safety committees and provide direct feedback to the sub committee chairs Richard and Pat to consider. Future revisions will be provided to LSC for feedback then proceed again to CEC.</p>	<p>Action: Department Technical Staff members (Adam, Richard & Jason) will provide DSC feedback</p>
IV.	Outstanding Business	



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b.	<p>Eye Wash Stations – P. Hauser</p> <p>STATUS UPDATE ON ACTION ITEMS (V Bendig) :</p> <p>Chris Eagan – new Director of Operations and Management – leave with him to investigate.</p>	
c.	<p>Notice of Electrical Defect</p> <p>STATUS UPDATE ON ACTION ITEMS (V. Bendig) :</p> <p><i>New direction provided by new Director of Operations and Maintenance. Each Department to assign a technical support staff member to perform a walk through inspection with FMD personnel prior to report to SaskPower to return for final inspection. All departments have provided contacts. The importance of completing these inspections to allow for SaskPower to inspection prior to October 31st is critical. This is not our first extension and the consequences could be the shut down of power to the building until rectified.</i></p>	
d.	<p>Annual Report of the LSC due – V. Bendig</p> <p>STATUS UPDATE ON ACTION ITEMS (Sub committee chairs & Dept Reps) :</p> <p>Extended timeline to October 15th to provide content for each department and sub-committee. Veronica will provide finalized draft version for review and comment at October LSC meeting.</p>	<p>Action: Department technical representatives and sub committee chairs input annual reports. Notify Veronica when complete.</p>
e.	<p>Emergency Response Plan – revisions required for 2017-18 academic year (Sept. 1, 2017)</p> <p>STATUS UPDATE ON ACTION ITEMS (A. Book, P. Hauser) :</p> <p>Updates required Re: roles and responsibilities (A. Book)</p> <p>Andrea reported she has made the required changes and saved the revised ERP in the LSC working doc’s folder. The Roles and Responsibilities document still requires some minor updates to the people section. The revised ERP is ready to post.</p>	<p>Action: Veronica to review and provide copy to Myles to post on Website.</p>



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f.	<p>OHC report – P. Hauser Sci-Fi safety issues: 1. Liquid Nitrogen dispensing and use – see attached SOP and training log 2. Collection of dead birds by Sci-Fi personnel 3. Security incident in northern SK – discuss follow up and reporting</p> <p>Action: Pat updated – will polish up report drafted for OHC and provide a copy to LSC for review prior to presenting.</p> <p>See attached report to OHC related to reported Sci-Fi concerns.</p> <p>Document will be provided to OHC in October. LSC confirmed the document is ok as is for distribution.</p>	
g.	<p>Nano Particle Safety – P. Hauser CoE using WCVM imaging services – transportation and SOP for transfer of product Dedicated CSA approved fume hood discussion</p> <p>Action: Pat to provide form (include SOP within) when complete – September 28th meeting</p> <p>Documents are not yet complete</p>	<p>Action: Pat to provide documents when complete to this committee.</p>
h.	<p>Update Working Alone Procedures</p> <p>Review and approval at September meeting required:</p> <p>See attached documentation.</p> <p>Question was posed related to the requirement for a working alone policy and forms for UG students using computer laboratories. It was determined this is not necessary where risk is extremely low. Where a working alone or after hours policy is deemed as required, it must address both working alone even if during business hours and working after business hours to ensure the safety of individuals.</p>	<p>Action:</p> <ol style="list-style-type: none"> 1. Pat and Richard to revise exiting documents and provide to Veronica for Dean approval and re-post. 2. Other Department Technical Staff representatives to review the need for department specific policy and if required to finalize and provide.
V. Incident Reports		
	No reports for September.	
VII. Inspection Report (Lab Inspection Updates)		



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b.	<p>LSC Inspection schedule for 2017-18 – R. Blondin</p> <p>Richard has provided the list of dates when inspections were completed. Reports must be sent to department safety committee representatives in order for assessment of remedial actions required at the local level. If resources or support is required the department technical staff representatives will return to the LSC with requirements. All Department Safety Committees should provide a final report of corrective actions completed.</p> <p>Standing item until final reports are received from each department.</p>	<p>Action: Richard to distribute final inspection reports to department technical staff.</p>
VIII. New Business		
	<p>Susan Cook will be leaving the Engineering Local Safety Committee to support other units on campus.</p> <p>Quintin Zook will joining the Engineering ESC as the OHC representative.</p> <p>Susan was thanked for her highly valued long term support.</p>	<p>Action:</p> <ol style="list-style-type: none"> 1. Veronica to remove Susan and add Quintin from distribution lists for ENG. 2. Pat to send October OHC report to Veronica for inclusion in October LSC package.
Roundtable		
X. Meeting Adjourned		
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting at</p> <p>Moved: Veronica Bendig Seconded: Pat Hauser All in Favour? 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
- Copy 4 – Posted to <http://engineering.usask.ca/service-and-support/safety-security.php>