

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		+/- 170	
		Meeting date & time		October 29th, 2015 @ 14:30 ENG 1A47.1	
		Date of Next Meeting		November 26th, 2015	
Members	Occupation of/ Representative for	Attendance Y/N	Members	Occupation of/ Representative for	Attendance Y/N
V. Bendig (Co-Chair)	Dean's Office COO/CFO	N	L. Roth (Co-Chair)	CBE Technician	Y
A. McDonald	Committee Secretary	Y	A. Book	Chief Building Warden	Y
B. Hayes/ P. Hauser	Safety Resources	Y	D. Pavier/ B. Pokoyoway	CGE Technician	Y
K. Aberdeen	OHC	N	B. Wilson	E-Shops	N
M. Bardouh	Building zone Manager	Y	J. Pannell	ECE Technician	N
E. Nordquist	Sci-Fi Camp Director	Y	D. Lynch	ECE Faculty	Y
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	N
M. Hill	Undergrad Student	N	A. Olubamiji	Graduate Student	Y

AGENDA ITEM	ACTION ITEM
I.	Introductions/Guest - L. Roth/V. Bendig
a.	Brad Hayes & Patrick Hauser – New LSC Safety Resources Representatives
b.	Meghan McLaughlin – Director of Administration & Executive Assistant to the Dean <i>Covering co-chair responsibilities of V. Bendig during medical leave</i>
II.	APPROVAL OF AGENDA
	MOTION: To approve the agenda as re- circulated on October 26, 2015. MOVED: M. Bardouh SECONDED: D. Pavier
	Carried
III.	REVIEW AND APPROVAL OF PRIOR MINUTES
	MOTION: To approve minutes from September 24, 2015 as re-circulated on October 26, 2015. MOVED: A. Book SECONDED: D. Bitner
	Carried
IV.	Updates from Safety Committees or Subcommittees
a.	Safety Management System (SMS) – P. Hauser/B. Hayes P. Hauser – working on ERP, and met with L. Roth and with college working groups (sub safety committees) get acquainted. Ongoing SMS work, inspections, written procedures, training and inspections with getting up to speed in the college.
b.	Chemical Security Subcommittee – V. Bendig M. McLaughlin – nothing to report as this time. Determining funding - prioritizing: L. Roth and others with quotations to submit to A. McDonald. A. McDonald to organize in a spreadsheet, then we can go through the quotations item by item.
	ACTION ITEM: Dept Reps Review recommendations from the report and provide their unit's response to LSC. <u>DUE: November 30, 2015.</u> ACTION ITEM: Data Analyst Develop a chemical inventory database. <u>DUE: unknown</u>

c.	<p>Safety Day Planning Committee – L. Roth/D. Lynch L. Roth – Safety Day 2016: proposed date is September 7 & 8, 2016. Nothing until the new year. No meeting until next year. D. Lynch – good feedback from students. Participation is wanted for next year.</p>	<p>ACTION ITEM: A. Book Maintain chemical inventory database. ACTION ITEM: D. Lynch/L. Roth Return to LSC with student feedback report and final report of the overall event in 2015.</p>
d.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – V. Bendig M. McLaughlin – At review stage. Nothing new to report on this policy. L. Roth – Has received feedback and hopes to get momentum going on this draft again.</p>	<p>ACTION ITEM: AESP Subcommittee Review and revise policy according to input. Policy to return to executive once revised. <u>DUE: unknown</u></p>
V.	Outstanding Business	
a.	<p>Cylinder Storage Management Update/Shops – A. Book Quote received from engineering shops regarding this divider – secure and safe, best solution.</p>	<p>ACTION: A. Book A. Book to bring to the same discussion as item III (b) STATUS: Ongoing</p>
b.	<p>Engineering ERP – V. Bendig/ A. Book P. Hauser – Process of making this current and up to date with the rest of the University of Saskatchewan. A. Book and V. Bendig are now making final adjustments at the final draft stage. Once it is signed – A. McDonald will get it on CoE’s Website, safety page.</p>	<p>ACTION: A. Book et al. Revise the ERP and finalize. STATUS: Ongoing</p>
c.	<p>Carbon Nanoparticle Research – L. Roth L- Roth –P. Hauser went through the document and this question rose: Who is using this document, and for what purpose? When that is established, a user friendly document with practical training worksheets and demonstrations will be made aware and available for the labs and researchers to go through and sign off on. ‘CARBON’ to be taken out of the title of this policy; as there are many types of nanoparticle research being done, not just carbon.</p>	<p>ACTION: L. Roth Incorporate input and submit final policy next LSC meeting. <u>DUE: November 26, 2015</u></p>
d.	<p>First Aid/AED– V. Bendig/A. McDonald LSC members in attendance agreed that December 14th and 15th would be ideal. A. McDonald to book these dates with Kim Jones at the PAC. First reach out to Engineering Shops for more bookings and the college, then speak to V. Bendig of whom else to reach out to for more attendees (college wide) if necessary.</p>	<p>ACTION: A. McDonald Schedule December 14th and 15th First Aid Training for untrained members of the LSC committee and other employees of the college. STATUS: Ongoing</p>
e.	<p>Orientation and Exit forms – Feedback - L. Roth L. Roth – Final Draft was sent out on October 28, 2015 to LSC. LSC would like some more time to go over this before approval.</p>	<p>ACTION: LSC Review Orientation and Exit Forms for next month’s LSC meeting. <u>DUE: November 26, 2015</u> ACTION: L. Roth Incorporate feedback to the form and submit to A. McDonald to implement and post on the website. <u>DUE: November 30, 2015</u></p>

f.	<p>New AED onsite at CoE – A. Book</p> <p>A. Book – The AED was delivered and set up beside the elevator on a wall where there is common area student study space. The study space cannot move, as there is an outlet on this wall, and the students use it. A. Book to file a WIRF to move AED to nearby wall. General intro class was provided by Mary Lou (AED Advantage) held at WCVM for anyone that wanted back in August 2015.</p> <p>P. Hauser – Patrick will work with Mary Lou to set up AED intro classes in ENG building and how to locate the AED on the ERP map.</p>	<p>ACTION: A. Book File a WIRF to move AED.</p> <p><u>DUE: November 4, 2015</u></p>
g.	<p>Scanned Card Reader Student Safety Training Records– V. Bendig</p> <p>L. Roth to invite the following to an LSC subcommittee to achieve goal.</p> <ul style="list-style-type: none"> • P. Hauser • D. Bitner • Dale Claude • Dale Pavier • Myles Desipeda <p>A. Olubamiji – Online safety training was very helpful. The tools that help her get qualified are user friendly, and are there for future reference. This was also where the records are kept, and every 2 years you have to recertify.</p> <p>New working Title: Student Safety Training Records, more relevant for task at hand – as scanned card readers is one option to achieve this goal.</p>	<p>ACTION: LSC Develop a plan to ensure comprehensive and consistent procedure is in place tracking and maintaining record for safety training completed by all students in all departments offering hands-on laboratory courses. Once plan developed, LSC to submit to CEC for review and approval.</p> <p>STATUS: New, Date TBD</p>
h.	<p>MSDS Hard Copy to CoE – L. Roth</p> <p>L. Roth - Continue with what we are doing for right now. Since everyone isn't up to date, we are going to keep up to date with dedicated terminals, and since many probably prefer hard copies.</p> <p>P. Hauser – Canada is changing its MSDS policies in the next couple of years, and it is not the time for Engineering to be doing this change now. The University has a system of MSDS that we should all have access to (or should) if we ever should need assistance.</p>	<p>STATUS: COMPLETE</p>
i.	<p>Pilot Plant - L. Roth</p> <p>Chairs needed for pilot plant due to safety concerns.</p>	<p>ACTION: L. Roth Kevin Carter providing quote to L. Roth to bring to same discussion as item III (b). <u>DUE: November 30, 2015</u></p>
j.	<p>College Lockdown Drill – Bill Osborn/LSC</p> <p>November 12 at 9:08 – 9:11 AM. Established as a “Walkthrough” during reading week – there will be sandwich boards up beforehand letting everyone know that this event is going to take place, and to help coordinate this event.</p> <p>Safety Resources used to be the point of contact for this, it is now being passed over to Protective Services.</p>	<p>ACTION: LSC and the College Faculty and Staff to attend a training offered to college lockdown held on November, 3 and 4th</p> <p><u>Status: Ongoing</u></p>
VI.	Incident Reports	
	<p>October 2015 Employee in shops received minor injury while operating a horizontal saw. Afterwards there was some pain and bruising, so the employee went to the doctor for attention – the result was a sprain. No further attention was necessary.</p>	NO ACTION REQUIRED
VII.	Safety Communications to College	

	<p>Safety Top 10 – V. Bendig LSC likes this document.</p>	<p>ACTION: Veronica to work with Kate to have this article communicated to the college and posted on the website.</p> <p><u>DUE: November 30, 2015</u></p>
VIII.	Inspection Report	
X.	New Business	
a.	<p>Multigas Detector Purchase – A. Book Consideration for purchase of new multigas detector brought forward to LSC table.</p> <p>B. Hayes – He heads up the multigas detector program for safety resources, if you smell something you are supposed to phone him, and he can come. Although historically response time has been high. B. Hayes agrees - should he be at a site when a call comes in; having someone trained and available is not a bad idea.</p>	<p>ACTION: A. Book to bring to the same discussion as item III (b).</p> <p><u>DUE: November 30, 2015</u></p>
XI.	Roundtable	
	<p>Push Pins in D-Wing Entrance Locks – M. Bardouh For the last month caretakers have been finding push pins in locks only in the D Wing entrance of the building, in a means to tamper the lock. The caretaker would bring these pins to either A. McDonald or M. Bardouh’s attention. Protective Services is aware, and the only thing to do at this point is to install a security camera and catch the culprit.</p> <p>Online Safety Training provided by Safety Resources – P. Hauser Memorandum from Safety Resources shown at meeting, they now have an online course for all labs, biosafety and WHMIS. Safety Resources is granting a 6 month transitioning period to allow for this crossover of training method for people with certifications expiring by the end of March 31, 2016.</p>	<p>ACTION: A. McDonald to put up a sign immediately stating that tampering with locks put everyone’s safety at risk in college, and if you require a key – you are to speak to your supervisor.</p> <p><u>DUE: Monday, November 2, 2015</u></p> <p>ACTION: A. McDonald to have Hilary Balaberda send this memo out to the college.</p> <p><u>DUE: Wednesday, November 4, 2015</u></p> <p>ATTACHED: MEMORANDUM – Safety Resources – Lab Safety Training & New Expiry.pdf</p>
XII.	Meeting Adjourned	
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting of October 29th, 2015 Moved: A. Book Seconded: L. Roth</p>	<p>Time: 3:58</p>
<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 November 5th, 2015: enrg_lsc@usask.ca Copy 4 – Posted to Copy 4 - Posted to http://engineering.usask.ca/ (when approved)</p>		