

# 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>		+/- 170	
		<b>Meeting date &amp; time</b>		November 26 <sup>th</sup> , 2015 @ 14:30 ENG, 1A47.1	
		<b>Date of Next Meeting</b>		January 28 <sup>th</sup> , 2016 @ 14:30 ENG, 2A15	
<b>Members</b>	<b>Occupation of/ Representative for</b>	<b>Attendance Y/N</b>	<b>Members</b>	<b>Occupation of/ Representative for</b>	<b>Attendance Y/N</b>
V. Bendig (Co-Chair)	Dean's Office COO/CFO	Y	L. Roth (Co-Chair)	CBE Technician	Y
A. McDonald	Committee Secretary	Y	A. Book	Chief Building Warden	Y
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	Y
E. Nordquist	Sci-Fi Camp Director	Y	D. Lynch	ECE Faculty	Y
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	Y	A. Olubamiji	Graduate Student	Y

<b>AGENDA ITEM</b>	<b>ACTION ITEM</b>
<b>I.</b>	<b>Introductions/Guest - L. Roth/V. Bendig</b>
a.	Ken Jodrey – Engineering Shops Manager <i>Covering B. Wilson (E-Shop representative) during medical leave</i>
<b>II.</b>	<b>APPROVAL OF AGENDA</b>
	<b>MOTION:</b> To approve the agenda as circulated on November 23, 2015 MOVED: D. Pavier SECONDED: M. Bardouh
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>
	<b>MOTION:</b> To approve minutes from November 6, 2015 as re-circulated on November 23, 2015. MOVED: A. Book SECONDED: M. Bardouh
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>
a.	<b>Safety Management System (SMS) – P. Hauser</b> <ul style="list-style-type: none"> <li>B. Hayes will not be part of Engineering's LSC, B. Hayes' roles has shifted to be part of technical team at safety services going forward.</li> <li>Caught up with ECE and CBE – engaging with faculty and staff to get to know the department level of the college.</li> </ul>
b.	<b>Chemical Security Subcommittee – V. Bendig</b>  LSC review of RSF quotation proposals (spreadsheet circulated and reviewed with Agenda) <b>Motion:</b> To approve the purchase of all proposed safety needs put forward on spreadsheet reviewed, minus chairs. V. Bendig will get funding for those elsewhere. <b>Moved:</b> V. Bendig <b>Seconded:</b> J. Pannell <b>Abstained:</b> None <b>Opposed:</b> None <b>In favour:</b> ALL
	<b>ACTION ITEM:</b> Data Analyst Develop a chemical inventory database. <i>DUE: unknown</i>

c.	<p><b>Safety Day Planning Committee – L. Roth/D. Lynch</b> P. Hauser volunteered for next year planning committee/support/presentation.</p>	<p><b>ACTION ITEM: D. Lynch/L. Roth</b> Return to LSC with student feedback report and final report of the overall event in 2015.</p>
d.	<p><b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – L. Roth</b></p> <ul style="list-style-type: none"> <li>• Going forward V. Bending will be removed as lead from AESP. L. Roth is the primary for this policy going to CEC.</li> <li>• No meeting on this until January 2016.</li> </ul>	<p><b>ACTION ITEM: AESP Subcommittee</b> Review and revise policy according to input. Policy to return to executive once revised. <u>DUE: unknown</u></p>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<p><b>Cylinder Storage Management Update/Shops – A. Book</b></p> <ul style="list-style-type: none"> <li>• Quote approved by LSC to install a dividing wall in chemical storage, the locks will then need to be changed.</li> <li>• Going forward these items can now be brought up as part of the Chemical Security Subcommittee.</li> </ul>	<p><b>ACTION:</b></p> <p><b>STATUS: COMPLETE</b></p>
b.	<p><b>Engineering ERP – V. Bendig/ A. Book</b></p> <ul style="list-style-type: none"> <li>• The lockdown drill was an opportunity in identifying problem areas such as locks. Where to go from here needs to be established.</li> <li>• LSC would like to see a separate emergency response plan for weather related threats.</li> </ul>	<p><b>ACTION:</b> V. Bendig, P. Hauser, and A. Book to do a college walk through and speak to locals regarding locks and verifying safe rooms.</p> <p><u>DUE: January 28, 2016</u></p>
c.	<p><b>Nanoparticle Research – L. Roth</b></p> <ul style="list-style-type: none"> <li>• P. Hauser handed out a preliminary document for review to the LSC.</li> <li>• Summarized as best practices – noted that this does not take place of research SOP, and this document reflects this. This document gives people using it a general process for requirements and best practices for working with these nanoparticles.</li> </ul>	<p><b>ACTION:</b> LSC to review this document and give feedback directly to P. Hauser. V. Bendig to give to Department heads, and use reply all to keep P. Hauser updated on feedback. <u>DUE: December 31<sup>st</sup>, 2015</u></p>
d.	<p><b>First Aid/AED – V. Bendig/A. McDonald</b></p> <ul style="list-style-type: none"> <li>• M. Bardouh to be certified with LSC.</li> <li>• Dates confirmed for members of the LSC needing their first aid training, are to be at the PAC on Monday, December 14<sup>th</sup> to start a 2 day Red Cross program.</li> </ul>	<p><b>ACTION: A. McDonald</b></p> <p><b>STATUS: COMPLETE</b></p>
e.	<p><b>Orientation and Exit forms – Feedback - L. Roth</b> Explanation sheet would be beneficial. P. Hauser to speak to Myles Desipeda for development of a web form with hover effect popups.</p>	<p><b>ACTION:</b> P. Hauser to speak to M. Desipeda regarding web form development of form <u>Due: January 28<sup>th</sup>, 2016</u></p>
f.	<p><b>New AED onsite at CoE – A. Book</b> P. Hauser – will work with Mary Lou and set up the proper location icon on the college’s ERP.</p>	<p><b>ACTION:</b></p> <p><b>Status: Ongoing</b></p>

g.	<p><b>Student Safety Training Records– V. Bendig</b></p> <ul style="list-style-type: none"> <li>• V. Bendig – Aaron Phoenix needs to be invited to this subcommittee. This development needs to be thought out with the person responsible for accreditation for the college.</li> <li>• P. Hauser looked at automated systems that have follow up built in. These systems have their benefits, but they also have their drawbacks.</li> </ul>	<p><b>ACTION:</b> L. Roth to distribute subcommittee meeting minutes to LSC for feedback. Feedback to be sent back to L. Roth directly <u>Due: December 15, 2015</u></p>
h.	<p><b>Pilot Plant - L. Roth</b> Chairs needed for pilot plant due to safety concerns.</p>	<p><b>ACTION:</b> V. Bendig to follow up with application process for grad chair funding, and submit application for these chairs. <u>Due: November 30, 2015</u></p>
i.	<p><b>College Lockdown Drill – Bill Osborn/LSC</b> Safety Resources used to be point of contact, it is now being passed over to Protective Services.</p>	<p><b>ACTION:</b> <u>Status: Ongoing</u></p>
j.	<p><b>Multigas Detector Purchase – A. Book</b></p> <ul style="list-style-type: none"> <li>• Where to keep the detectors. Everyone on LSC should be trained. Historically where they were stored doesn't make sense.</li> <li>• Who in the LSC has access to what regarding college common places?</li> <li>• One should be shipping/receiving area where the building warden is – second possibly dean's office?</li> </ul>	<p><b>ACTION:</b> A. McDonald to find out security to common places for storing. <u>Due: January 28<sup>th</sup>, 2015</u></p>
k.	<p><b>Push Pins in D-Wing Entrance Locks – M. Bardouh</b></p> <ul style="list-style-type: none"> <li>• V. Bendig saw a handwritten note made on A. McDonald's sign stating that the doors were being not being opened when stated.</li> <li>• M. Bardouh found that one evening caretaker was locking this entrance ten minutes early. In the last week, there have been no push pins left in the lock.</li> </ul>	<p><b>ACTION:</b></p>
l.	<p><b>Online Safety Training provided by Safety Resources – P. Hauser</b> 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><b>ACTION:</b> V. Bendig to send this memo out to the college again in the new year. <u>Due: January 28<sup>th</sup>, 2016</u> <b>CLOSED</b></p>
<b>V.</b>	<b>Incident Reports</b>	
	<p>November 2015      Professor in ECE reported a grad student fell in his lab while walking and received a large concussion. Other grad students took this student in a cab to the RUH where there were preliminary exams performed and results were normal. Stitches were needed. Grad student was home later that evening and took a couple days off for some rest before returning to the department. <b>Medical clearance was received – and student understands not to work alone.</b></p>	<p><b>CLOSED</b></p>
<b>VI.</b>	<b>Safety Communications to College</b>	
	<p><b>Safety Top 10 – V. Bendig</b> Nothing to report. V. Bendig to have a meeting with Kate Blau. V. Bendig to invite P. Hauser.</p>	<p><b>ACTION:</b> Veronica to work with Kate to have this article communicated to the college and posted on the website. <u>Due: January 31, 2015</u></p>
<b>VII.</b>	<b>Inspection Report</b>	

<b>VIII.</b>	<b>New Business</b>	
<b>a.</b>	<b>Fire Drill Report, September 17, 2015 – A. Book</b> The college did very good. Nothing to report.	
<b>b.</b>	<b>Lab Waste Disposal – P. Hauser</b> <ul style="list-style-type: none"> <li>• Note from waste management that needs to be reviewed at next LSC meeting.</li> <li>• Appropriate waste disposal could be part of the communication bulletin to the college.</li> </ul>	
<b>IX.</b>	<b>Roundtable</b>	
	<b>L. Roth retiring in May 2016 –</b> <ul style="list-style-type: none"> <li>• Richard Blondin will attend LSC meeting January 28, 2016 to start cross cover and be CBE New Chair needed.</li> <li>• Search for new LSC Co-Chair will begin.</li> </ul> <b>Next Meeting Date and Location –</b> <ul style="list-style-type: none"> <li>• ENG 2A15 – all LSC meetings will be held here going forward.</li> <li>• Next meeting is on January 28, 2016 - unless emergency meeting is called by Chair or Co-Chair.</li> </ul>	
<b>X.</b>	<b>Meeting Adjourned</b>	
	<b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of November 26th, 2015 Moved: M. Hill Seconded: V. Bendig	<b>Time: 3:40</b>
<p><b>Distributed copies as follows:</b>  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 23rd, 2015: via <a href="mailto:enrg_lsc@usask.ca">enrg_lsc@usask.ca</a>  Copy 4 - Copy posted to <a href="http://engineering.usask.ca/">http://engineering.usask.ca/</a> (when approved)</p>		