

# 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>		January 28 <sup>th</sup> , 2016 @ 14:30 ENG, 2A15	
		<b>Date of Next Meeting</b>		February 25 <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	Y
M. Bardouh	Building zone Manager	Y	J. Pannell	ECE Technician	N
E. Nordquist	Sci-Fi Camp Director	N	D. Lynch	ECE Faculty	N
D. Bitner	ME Technician	Y	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	N	A. Olubamiji	Graduate Student	N
R. Blondin	CBE Technician	Y			

<b>AGENDA ITEM</b>	<b>ACTION ITEM</b>
<b>I.</b>	<b>Introductions/Guest - L. Roth/V. Bendig</b>
	<i>Intro of Ms. Omolara Olubajo – New grad student representative replacing Ms. Adeola Olubamiji. Guest representative for ECE, Mr. Peyman Pourhaj</i>
<b>II.</b>	<b>APPROVAL OF AGENDA</b>
	<b>MOTION:</b> To approve the agenda as circulated on January 25, 2016 MOVED: M. Bardouh SECONDED: S. Alam
<b>III.</b>	<b>REVIEW AND APPROVAL OF PRIOR MINUTES</b>
	<b>MOTION:</b> To approve minutes from November 26, 2015 as circulated on December 14, 2015. MOVED: D. Pavier SECONDED: M. Bardouh
<b>III.</b>	<b>Updates from Safety Committees or Subcommittees</b>
a.	<b>Safety Management System (SMS) – P. Hauser</b> <b>No new news to report</b>
b.	<b>Chemical Security Subcommittee – V. Bendig</b> Update from Myles Desipeda – a basic form being developed that will connect to the database. Myles is continuing work on this with ICT.
c.	<b>Safety Day Planning Committee – L. Roth/D. Lynch</b> [L. Roth] Report is underway - Louis to follow up with Denard regarding this as he was not present.
	<b>ACTION ITEM:</b> Data Analyst Develop a chemical inventory database. <i>DUE: unknown</i>
	<b>ACTION ITEM:</b> L. Roth return to LSC with overall event report. <i>DUE: February 25, 2016</i>

d.	<b>Apparatus and Equipment Safety Policy Subcommittee (AESP) – L. Roth</b> February 16 is next meeting – is when this process will start.	<b>ACTION ITEM: AESP Subcommittee</b> Review and revise policy according to input. Policy to return to executive once revised <u>DUE: unknown</u>
<b>IV.</b>	<b>Outstanding Business</b>	
a.	<b>Engineering ERP – V. Bendig/ A. Book</b> <ul style="list-style-type: none"> <li>• Building walk through was completed with Bill Osborne.</li> <li>• Locks and covers needed.</li> </ul>	<b>ACTION:</b> Report provided to LSC regarding designate ‘safe rooms’ and ‘shelter in place rooms’ <u>DUE: February 25, 2016</u>
b.	<b>Nanoparticle Research – L. Roth</b> <ul style="list-style-type: none"> <li>• Patrick is waiting for feedback</li> <li>• the department technicians to follow up with department heads and bring back to the LSC for February’s meeting.</li> </ul>	<b>ACTION:</b> LSC members bring comments/feedback to February meeting  <u>DUE: February 25, 2016</u>
c.	<b>Orientation and Exit forms – Feedback - L. Roth</b> <i>[P. Hauser demonstrated the two-paged fillable document]</i> <ul style="list-style-type: none"> <li>• LSC to review this for next meeting</li> <li>• Goal is to have this available online in March 2016</li> <li>• A. McDonald to distribute this to LSC</li> </ul>	<b>ACTION:</b> P. Hauser to speak to M. Despeda regarding web form development  <u>Due: January 28, 2016</u>
d.	<b>New AED onsite at CoE – A. Book</b> The AED has been relocated.	<b>COMPLETE</b>
e.	<b>Student Safety Training Records– V. Bendig</b> <ul style="list-style-type: none"> <li>• First meeting in January went very well</li> <li>• Friday, February 6 (next meeting) – Going over concerns and ideas for the college</li> <li>• Where to go from here, LSC to stay updated.</li> </ul>	<b>ACTION:</b>
f.	<b>Pilot Plant - L. Roth</b> [V. Bendig] Pam (from FMD) is going to get to this in the next day or two.	<b>ACTION:</b>
g.	<b>College Lockdown Drill – Bill Osborn/LSC</b> Modifications to the college’s ERP have been made	<b>COMPLETE</b>
j.	<b>Multigas Detector Purchase – A. Book</b> <ul style="list-style-type: none"> <li>• Detectors are expected to arrive in mid-March/April 2016.</li> <li>• Training videos are available, Amanda to send link to these</li> <li>• Reasons why they need to be stored together: <ul style="list-style-type: none"> <li>○ they have to be used together</li> <li>○ and maintained together</li> </ul> </li> <li>• Review storage of detectors later if necessary</li> </ul>	<b>ACTION:</b> A. McDonald to send out link to training video.  <u>DUE: IMMEDIATELY</u>
k.	<b>Push Pins in D-Wing Entrance Locks – M. Bardouh</b> No issues since Marwan made scheduling adjustments: locking the doors a few minutes after posted time.	<b>COMPLETE</b>
l.	<b>Lab Waste Disposal – P. Hauser</b> Memo was distributed.	<b>COMPLETE</b>

m.	<p><b>Co-Chair Retirement – L. Roth.</b></p> <ul style="list-style-type: none"> <li>• Level 1 and 2 OH&amp;S are needed for the co-chair (costs provided)</li> <li>• This position should be filled and acting co-chair ready for next month</li> </ul>	
<b>V.</b>	<b>Incident Reports</b>	
	<p>January 2016 CGE Incident – V. Bendig to provide update to LSC Geology – stitches were needed. Opening jar, cut thumb. – No follow up</p>	
<b>VI.</b>	<b>Safety Communications to College</b>	
	<p><b>Safety Top 10 – V. Bendig</b> 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>	
	<p><b>[CBE Inspection Report Conversation Capture]</b> After V. Bendig’s walkthrough of college, she sent an email to Dr. Ajay Dalai and Dr. Mehdi Nemati – entered labs, and am very impressed with appropriate PPE and cleanliness. Positive email. They are showing lots of progress with monthly inspections.</p> <p>CBE – pushing for change. By constantly following up and documenting.</p> <p>One pager lab inspection reports – sometimes just the paperwork is cumbersome. Pat is volunteering to the lab techs of ENG that if they feel this is needed he is more than willing to help.</p>	
<b>VIII.</b>	<b>New Business</b>	
	<p><b>Ventilation in Rock Mechanics Lab (Geology) – P. Hauser</b> Arts and Sciences’ LSC is investigating the ventilation in the building. It [ventilation] is affecting the rock mechanics lab and Donna Beneteau.</p>	
<b>IX.</b>	<b>Roundtable</b>	
	<p><b>Keyless entry into ECE labs – V. Bendig</b></p> <ul style="list-style-type: none"> <li>• Recently V. Bendig needed entry into an ECE laboratory, and there are a few now that are pin pad activated only, without keys. Regarding safety, how are we as a college going forward regarding keyless labs?</li> <li>• A. McDonald to do some investigating with FMD Keyshop and the ECE departmental assistants and present findings at next meeting.</li> </ul>	
<b>X.</b>	<b>Meeting Adjourned</b>	
	<p><b>MOTION:</b> To adjourn the College of Engineering Local Safety Committee Meeting of January 28th, 2016 Moved: V. Bendig Seconded: R. Blondin</p>	<p><b>Time: 3:25</b></p>
<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 February 19, 2016: 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></p>		