

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		March 31 st , 2016 @ 14:30 ENG, 2A15	
		Date of Next Meeting		April 28 th , 2016 @ 14:30 ENG, 2A15	
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	R. Blondin (Co-Chair)	CBE Technician	Y
A. McDonald	Committee Secretary	Y	A. Book	Chief Building Warden	Y
P. Hauser	Safety Resources	N	D. Pavier/ B. Pokoyoway	CGE Technician	N
K. Aberdeen	OHC	N	B. Wilson	E-Shops	Y
M. Bardouh	Building zone Manager	N	J. Pannell	ECE Technician	N
E. Nordquist	Sci-Fi Camp Director	N	D. Lynch	ECE Faculty	N
D. Bitner	ME Technician	N	S. Alam	CBE Faculty	Y
M. Hill	Undergrad Student	N	O. Olubajo	Graduate Student	N
L. Roth	CBE Technician	Y			

AGENDA ITEM		ACTION ITEM
I.	Introductions/Guest - L. Roth/V. Bendig	
	<i>Rob Peace for D. Bitner</i>	
II.	APPROVAL OF AGENDA	
	MOTION: To approve the agenda as circulated on March 28, 2016 MOVED: S. Alam SECONDED: A. Book	**All motions made and passed will be agenda item(s) for April's meeting – as this meeting did not meet quorum.**
III.	REVIEW AND APPROVAL OF PRIOR MINUTES	
	MOTION: To approve minutes from February 25, 2016 as circulated (with amendments) on February 29, 2016. MOVED: L. Roth SECONDED: B. Wilson	<i>Minutes to reflect Richard co-chaired February's Meeting</i>
III.	Updates from Safety Committees or Subcommittees	
a.	Safety Management System (SMS) – P. Hauser <i>Patrick Hauser was not present to report for this subcommittee.</i>	
b.	Chemical Security Subcommittee – V. Bendig <i>V. Bendig was not present to report for this subcommittee.</i>	ACTION ITEM: Data Analyst (Myles Desipeda) to develop a chemical inventory database. <u>DUE:</u> Unknown
c.	Safety Day Planning Committee – L. Roth/D. Lynch Motion: To approve accept the Safety Day Report as circulated. Moved: L. Roth Seconded: S. Alam Abstained: None Opposed: None In favour: ALL	

d.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – Individuals to report on creating the policies for these sub-policies</p> <ul style="list-style-type: none"> • R. Blondin for HASOP, • D. Bitner for lab ERP, • D. Pavier for SOP, and • P. Hauser for SMS responsibilities. 	<p>ACTION ITEM: AESP Subcommittee Review and revise policy according to input. Policy to return to executive once revised <u>DUE: Unknown</u></p>
IV. Outstanding Business		
a.	<p>Engineering ERP – V. Bendig/ A. Book No new information to provide at this date.</p>	<p>Status: Currently waiting for Bill Osborne to provide list of ‘safe rooms’ and ‘shelter in place rooms’. <u>DATE: April 28, 2016</u></p>
b.	<p>Nanoparticle Research – L. Roth L. Roth sent out the latest version of the Nanoparticle safe handling document for the college. He said to remember that this document is revisable, as new information regarding the use of Nanoparticles becomes available. <i>Q: is it necessary if this training is already taken from safety services?</i> A: Yes it is. The nanoparticles are always changing and are relatively new to the University. Safety Services have only taught what they know about this topic (class size of 10-25 people) a few times. We can definitely add a link to this information onto our document. <i>Q: Safety Goggles or Safety Glasses? Please define, as it is not clear.</i> A: Yes, this will be clarified in updated draft. <i>Q: Wet wiping down waste disposal procedures: What about polypropylene bottles, how do we dispose of these?</i> A: Double bag and supplier containers need to be placed inside a sealed secondary containment pail or box.</p>	<p>ACTION: L. Roth to Amend the Nanoparticle document and redistribute it for approval from the LSC at April’s meeting.</p>
c.	<p>Orientation Check-list and Exit Feedback Forms – L. Blondin College Communication from R. Blondin regarding this updated document. Myles Desipeda is going to put this live on the college website, and communication will go out to college in the next couple days.</p>	<p>ACTION: R. Blondin to communicate to CoE regarding Orientation CL <u>DUE: IMMEDIATELY</u></p>
d.	<p>Multi-gas Detector Purchase – A. Book First multi-gas detector training was completed on March 24th, 2016. We will another one in a month or two. Certifications will be given for those who attended one of the two training sessions. A. Book will be in touch with LSC to this regard. The calibrations of the detectors need to be happening quarterly, we need to determine if this is to happen either Internally and keep a log or do we send it out and pay for it and have less liability. A. Book to find out the costs that are associated with outsourcing the calibration of the detectors.</p>	<p>ACTION: A. Book to follow up with Honeywell. A. Book to communicate certificates to LSC. <u>DUE: MAY 28, 2016</u></p>
e.	<p>Keyless entry into ECE labs – V. Bendig The five (5) ECE labs that were having trouble security: too many people having copies and it not being secure. One entrance of each lab was keyed with a pin pad (no key), and the alternate doors to these labs were still left with the same key coding system to unlock these doors. This is not true for the fifth lab, 2C97 – which has no alternate door. There is no alternate way of getting access into this lab. However it does have a double door and the opposite door could be keyed in theory. <i>This business was not discussed due to error of room booking – will be a new item on April’s Meeting Agenda.</i></p>	<p>ACTION: J. Pannell to request FMD re-key alternate access doors into ECE labs to ensure these labs are secure. A. McDonald to look into 2C97 double door, and if it can be keyed as a safety. <u>DUE: APRIL 28, 2016</u></p>

V. Incident Reports	
f.	<p>March 2016</p> <p>There was an incident in Mid-March – a leaking ammonia cylinder that was stored in the cage. However the incident report is not finished, as there are steps to be taken to ensure this doesn't happen again in the lab and department/college.</p> <p>Mehdi Nemati has scheduled a training session for safe handling and use storage and handling for compressed gas cylinders for Thursday April 7, 2016 in 1C65 Physics.</p> <p>ACTION: Safety Services to present report to LSC</p> <p><u>DATE: APRIL 28, 2016</u></p>
VI. Safety Communications to College	
	<p>Safety Top 10 Article – V. Bendig <i>Suspended until new communications officer is recruited.</i></p> <p>STATUS: <i>This article is on hold until further notice.</i></p>
VII. Inspection Report (Lab Inspection Updates)	
	<p>OC14 Safety Inspection Subcommittee Monthly inspections as a subcommittee for OC14 needing volunteers to monitor progress towards improving safety practices in this space. Efforts to commence the first week of April and a report to be provided by April 15, 2016 to V. Bendig. Volunteers are R. Blondin, Rob Peace and S. Alam.</p>
VIII. New Business	
a.	<p>Procurement of hazardous materials with PCard – D. Biter (R. Peace for D. Bitner) <i>Question: In the laboratory safety course (under procurement, PCard) it states “not allowed to purchase hazard materials.” However many staff are doing this as it is very inconvenient not to.</i></p> <p>Cameron Henningsen told R. Blondin that this item is under review at Safety Services – as they recognize that this is happening and needing to be revisited. R. Blondin to follow up with this concern of the college with C. Henningsen and report back to the LSC.</p> <p>ACTION: <i>R. Blondin to follow up with Cameron Henningsen.</i></p> <p><u>DATE: April 28, 2015</u></p>
b.	<p>What do we do if there is a gas leak in the cage? – A. Book <i>This business was not discussed due to miscommunication due to scheduling of room booking – will be a new item on April's Meeting Agenda.</i></p>
c.	<p>Fume-hood stash sticker – D. Pavier, P. Hauser, A. Book The fume hoods are inspected once annually by safety services to ensure the proper operation. Since the potential for the fume hood to not be in good operating condition some time throughout the rest of the year, it would be beneficial to have a posted procedure on each fume hood indicating that training is required, and if necessary use of PPE, air flow parameters and if any problems encountered with proper operation who to contact.</p> <p>A point form label has been developed by P. Hauser that is being used in other colleges on campus to inform users of safe operation of fume hoods that could be implemented in Engineering as well.</p> <p><i>This business was not discussed due to error of room booking – will be a new item on April's Meeting Agenda.</i></p>
d.	<p>Push Pins in Exit Doors... Continues – M. Bardouh <i>This business was not discussed due to error of room booking – will be a new item on April's Meeting Agenda.</i></p>
IX. Roundtable	
X. Meeting Adjourned	
	<p>MOTION: To adjourn the College of Engineering Local Safety Committee Meeting of March 31ST, 2016</p> <p>**Meeting ended abruptly due to a room scheduling error.**</p> <p>Time: 3:05PM</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 April 25, 2016: via enrg_lsc@usask.ca Copy 4 - Copy posted to: http://engineering.usask.ca/service-and-support/safety-security.php (when approved)</p>	