



Minutes

Name of Committee	College of Engineering – Local Safety Committee				
Worksite Mailing Address & Postal Code	Rm 3B48	Total # of workers in workplace		+/- 170	
	Engineering Building	Meeting date & time		April 28 th , 2016 at 14:30	
	57 Campus Drive	Date of Next Meeting		May 26 th , 2016 at 14:30	
	Saskatoon, SK S7N 5A9	ENG Room#		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	Y	R. Blondin (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
M. Bardouh	Building zone Manager	Y	B. Wilson	E-Shops	Y
E. Nordquist	Sci-Fi Camp Director	N	J. Pannell	ECE Technician	Y
D. Bitner	ME Technician	Y	D. Lynch	ECE Faculty	Y
A. Stock	Undergrad Student	Y	S. Alam	CBE Faculty	N
O. Olubajo	Graduate Student	N			

AGENDA ITEM		ACTION ITEM
I.	Introductions/Guest - R. Blondin/V. Bendig	
	<i>Ashley Stock – New Undergrad Representative. The VP of the SESS, replacing Matthew Hill.</i>	
II.	APPROVAL OF AGENDA	
	MOTION: To approve the agenda as circulated on April 25th, 2016 MOVED: D. Pavier SECONDED: M. Bardouh	CARRIED
III.	REVIEW AND APPROVAL OF PRIOR MINUTE(S)	
	MOTION: To approve minutes from February 25, 2016 as circulated on February 29, 2016 and minutes from March 31 as revised and circulated on April 25th, 2016. MOVED: A. Book SECONDED: B. Wilson	CARRIED
III.	Updates from Safety Committees or Subcommittees	
a.	Safety Management System (SMS) – P. Hauser Safety Management Systems (SMS) are a system of elements (SOP, inspections, communication and follow up) aiming to create safe workplaces and prevent injury. P. Hauser will use a short questionnaire, observations and discussion with lab personnel to assess the SMS in all labs across the college to measure progress and make recommendations for continual improvement. In the past, a short SMS matrix was created to assess SMS for accreditation purposes, and this matrix will be updated from current assessment data to provide a clear view of the current state of SMS throughout the college. What sort of participation is expected from the LSC, and from the college? Maybe a message from the LSC to the college body. This message needs to state that it is an academic initiative.	ACTION: <i>P. Hauser to send this document to V. Bendig by May 16/16. Communication (being very clear regarding timeframe) to the college regarding this document will come from the ADO (Associate Dean, Operations – Jim Bugg).</i> <u>DUE: May 16, 2016</u>
b.	Chemical Security Subcommittee – V. Bendig Nothing new to report.	ACTION ITEM: <i>Data Analyst Develop a chemical inventory database.</i> <u>DUE: Unknown</u>

c.	<p>Safety Day Planning Committee – D. Pavier/D. Lynch D. Lynch spoke about goals for future safety days. That he [Denard] will continue to hone in on the curricula to have more engaging presentations for students. A goal for the future is also to increase attendance. To achieve this, Denard feels that increasing participation in the presentation will help with getting the students through the door.</p> <p>The feedback from the students were very helpful, they capture a high level overview, and should be included when posting on the college website as is. Motion: To approve the Safety Day Report as circulated. Moved: V. Bendig Seconded: D. Lynch Safety days 2016 is scheduled for Thursday and Friday, September 8th and 9th.</p>	<p>ACTION ITEM: D. Lynch to add table of contents to the safety day report prior to posting to the college website. <u>Due: May 26, 2016</u></p> <p>CARRIED</p>
d.	<p>Apparatus and Equipment Safety Policy Subcommittee (AESP) – R. Blondin Each separate document has a representative in charge of each policy: R. Blondin for HAZOP, D. Bitner for lab ERP, D. Pavier for SOP, and P. Hauser for SMS responsibilities.</p>	<p>ACTION: AESP Subcommittee(s): P. Hauser to distribute these separated 'one-page policy documents' to LSC for feedback. <u>DUE: May 26, 2016</u></p>
<p>IV. Outstanding Business</p>		
a.	<p>Engineering ERP – V. Bendig/ A. Book</p>	<p>ACTION: Goal: The ERP to be completed by July 28, 2016. <u>DUE: July 28, 2016</u></p>
b.	<p>Nanoparticle Research – R. Blondin P. Hauser has followed up with CBE researchers and Dr. Nemati regarding training and they are in need of this document for record purposes immediately. Motion: To accept the Nanoparticle document in current state. Moved: P. Hauser Seconded: V. Bendig</p>	<p>ACTION: R. Blondin to have this document posted to the website as is. <u>DUE: April 28, 2016</u> CARRIED</p>
c.	<p>Procurement of hazardous materials with PCard – R. Blondin R. Blondin is waiting for clarification from Cameron Henningsen regarding procedure of procurement of hazardous materials via PCard.</p>	
d.	<p>Orientation Check-list and Exit Feedback Forms - R. Blondin R. Blondin to communicate to CoE regarding Orientation CL</p>	<p>COMPLETE</p>
e.	<p>Multi-gas Detector Purchase – A. Book 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. You can find multi-gas detector certificates in the N: //LSC.</p>	<p>COMPLETE</p>
f.	<p>Keyless entry into ECE labs – V. Bendig FMD to re-key ECE labs – including the pin-pad locks.</p>	<p>COMPLETE</p>
g.	<p>Gas Cylinder leak in storage cage, March – P. Hauser Safety services deemed this a dangerous occurrence. There was a lot of consideration that will continue to go into this working report by Cameron Henningsen of Safety Services. P. Hauser will be working with the OH&S on campus collaboratively.</p> <p>Dr. Mehdi Nemati provided a safety workshop that focused on compressed gases for the department of CBE. The feedback so far is that students want more in depth hands on specific training on gases used in their labs.</p>	<p>ACTION: P. Hauser to send this dangerous occurrence report to V. Bendig to bring to CEC. <u>Due: Immediately</u> ACTION: Cameron Henningsen to put up non-smoking signs near gas cages. <u>Due: Immediately</u></p>

V.	Incident Reports No incidents to report for April.	
VI.	Safety Communications to College Safety Top 10 Article – V. Bendig <i>Suspended until new communications officer is recruited.</i>	STATUS: <i>This article is on hold until further notice.</i>
VII.	Inspection Report (Lab Inspection Updates) OC14 Safety Inspection Subcommittee – R. Blondin/S. Alam <i>First Safety inspection performed on the 7th and 8th of April, 2016. There are two major causes of the action items arising from the inspection – the lack of space in OC14, and the lack of respect for safety.</i> <u>The following action items have been assigned to the LSC:</u> <ol style="list-style-type: none"> 1. The LSC will work with Safety Resources to find a suitable location for the hydrogen gas cylinder in OC14 (see page 10 of the attached inspection report). 2. The LSC will work with Facilities Management to clean or replace the eyewash station (page 11). 3. The LSC will ensure that proper safety signage is placed in clearly visible locations (page 12). 4. The LSC will ensure that the first aid kit is fully stocked (page 13). 5. The LSC will identify a suitable location for lab coats either inside or outside OC14 (page 17). 6. The LSC will add a lock out to the perchloric acid fume hood wash down switch (page 20). 7. The LSC will develop a plan to ensure that a minimum 36 in. walkway is maintained to the emergency exit and safety shower (page 21). <i>The next inspection will be performed on May 16, 2016.</i>	ACTION: <i>Action items noted – to be completed by the LSC and by the volunteers on this inspection subcommittee. Follow up will be performed at next inspection.</i> <u>Due: May 16, 2016</u> ACTION: <i>R. Blondin to schedule a meeting for V. Bendig, P. Hauser and M. Bardouh regarding safety resources coordination of efforts.</i> <u>Due: Immediately</u>
VIII.	New Business	
a.	What do we do if there is a gas leak in the cage? – A. Book <i>This item does not need to be discussed, as this is part of item 4,G.</i>	CANCELLED
b.	Fume-hood sash sticker – P. Hauser P. Hauser came up with a sticker for Donna Beneteau in her geology lab(s). Safety Services will do this for anyone who wants one, and customize them to your specific labs needs if necessary. Fume hoods that haven't been inspected or certified in the past year - safety resources will perform these safety checks; and if you know of any labs that need this service, please phone 4675.	COMPLETE
c.	Push Pins in Exit Doors... Continuing – M. Bardouh	TABLED
d.	LSC Annual Report – V. Bendig/ R. Blondin V. Bendig and R. Blondin have a preliminary draft from Louis Roth for review.	ACTION: <i>Rough draft due for review by the LSC.</i> <u>DUE: June 30, 2016</u>

IX.	Roundtable	
	No roundtable discussion	
X.	Meeting Adjourned	
	MOTION: To adjourn the College of Engineering Local Safety Committee Meeting of April 28, 2016 Moved: D. Bitner Seconded: A. Book	CARRIED at 15:34
<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 28, 2016: via enrg_lsc@usask.ca Copy 4 - Copy posted to: http://engineering.usask.ca/service-and-support/safety-security.php (when approved)</p>		