



UNIVERSITY OF SASKATCHEWAN
College of Engineering
 ENGINEERING.USASK.CA

MINUTES

Local Safety Committee



Complete all information on top: Type or handwritten

Name of firm	College of Engineering – Local Safety Committee				
Worksite Mailing Address & Postal Code	Room 3B48	Total # of workers in workplace		+/- 340	
	Engineering Building	Meeting date & time		May 26, 2021 at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting		June 30, 2021 at 14:30 ENG2A15
	Saskatoon, SK S7N 5A9	Fax: 306-966-5202			
Employer Co-chairperson	Jafar Soltan	Worker Co-chairperson	Rob Peace		
Committee Members					
Member	Occupation of/ Representative for	Present Y/N	Member	Occupation of/ Representative for	Present Y/N
Jafar Soltan	Management Representative/ Co-Chair	Y	Majak Mapiour	CBE Departmental Assistant/ Employee Representative	Y
Rob Peace	ME Technician/Employee Representative Co-Chair	Y	Helen Yin	CGEE Technician/Employee Representative/Safety Days Coordinator	Y
Lowell Levenick	Administrative Office Representative/ Committee Secretary	Y	Jason Pannell	ECE Technician/Employee Representative	N
Cam Tarasoff	Engineering Shops Representative	N	Maureen Bourke	Sci-Fi Camp Representative	N
Lope Tabil	Faculty Representative	Y	N/A	SBA, Facilities Representative/ Management Representative	N
Community Members Invited to Attend					
Patrick Hauser	Safety Resources Representative	Y	Dylan Bauman	UG Rep	N
Spencer Smit	OHC Representative	N	Alivia Mukherjee	Grad Rep	N
Quorum: To ensure quorum, one half (5) of committee members must be present.				Total Members Present:	6/10

Item Number & Date	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible	Target Date
1	Introductions/Guests	Time Suggestion: N/A	
	• <i>None at this time.</i>		
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM-2:36PM)	
		MOTION: To approve the agenda as circulated Moved: Lope T. Seconded: Kevin C.	
3	COVID-19 Updates	Time Suggestion: 1 Minute (2:36PM-2:37PM)	
	• <i>None at this time.</i>		

4	Outstanding Business	Time Suggestion: 23 Minutes (2:37PM – 3:00PM)		
A. 11/25/2021	Lab Level ERP Postings: Majak M. Majak would like to enquire about the Lab Level ERP Posting Template, do we have this template available?	<ul style="list-style-type: none"> The Committee was waiting for Majak to provide a template for these optional Lab Level ERP postings to add to the online database. Kevin provided a Template on Majak's behalf. Rob will add this to the ESMS folder. 		COMPLETED
B. 01/28/2021	ESMS Reporting Sub-committee: Carey S. (Jafar S.), Rob P., Majak M., Pat H. <ul style="list-style-type: none"> The Sub-committee was to address the metrics and reporting methods of the ESMS. Attached: ESMS Metrics Evaluation Form - DRAFT	<ul style="list-style-type: none"> Pat drafted and sent out an ESMS Metrics Evaluation Form for the committee to review. Rob provided some suggested changes which were adopted. This will be distributed to the departments and during the next inspections they should use this form. Jafar will ask the Department Heads to provide the department level metrics to the LSC. 		DEFER TO AUGUST MEETING
C. 02/24/2022	Safety Signage: Lowell L. <ul style="list-style-type: none"> Lowell was working to replace the location of several signs indicating where First Aid Kits and AED's were located, however Lowell would like to get input from the Committee about Safety Signage location overall before proceeding with moving the existing signage. 	<ul style="list-style-type: none"> Lowell is home sick due to COVID, as such this will be deferred to next meeting. 		DEFER TO JUNE MEETING
D 04/19/2022	Addition of Committee Member – Mike Miller: Jafar S. <ul style="list-style-type: none"> Jafar would like to invite Mike Miller to future meetings, either as a monthly, or bi-monthly member. 	<ul style="list-style-type: none"> Rob and Jafar were to speak to Mike about attending Meetings. Mike's been away with the Huskie Formula Team. Rob has emailed him, and he will likely be at the next meeting. 		COMPLETED
5	New Business	Time Suggestion: 10 Minutes (3:00PM-3:10PM)		
A.	Pre-existing Health Conditions: Helen Y. <ul style="list-style-type: none"> Following an incident which took place in March, Helen would like to ask the committee for guidance on if there is a way for the department to allow students to self-identify pre-existing health conditions. 	<ul style="list-style-type: none"> Pat will look into this to determine if there is a statement what we can allow for this communication without directly asking for it to be provided. 		FOLLOW UP JUNE MEETING
6	Incident Reports	Time Suggestion: 10 Minutes (3:10PM-3:20PM)		
A.	Incident/Hazard Reports: Lowell L.	<ul style="list-style-type: none"> The committee was to follow up with Majak regarding the Near Miss that took place near 1D23/1D24. <ul style="list-style-type: none"> The fume hood alarms went off as intended, so this was human error. The student involved in the incident will be asked to retake safety training. Individuals failing to follow safety protocols will be asked to retake training or removed from the lab spaces. The AgBio LSC brought forward a concern of CoE researchers taking Biohazard Level One and sometimes Two, contaminated Glassware and other tools to the Ag Building for autoclaving, and not following the AgBio local procedures to seal and secure the material while transporting through public areas together with secondary containment. <ul style="list-style-type: none"> All technical staff should bring up a reminder at their next departmental safety meeting for everyone to remind students not to wear PPE outside of lab spaces (Going through the halls, etc.) 		
B.	OHC Update: Spencer S.	<ul style="list-style-type: none"> First Aid training continues to be provided on campus. Links sent out to LSC Members. Tour of accessibility concerns and providing updates to the appropriate people. 		
C.	Safety Resources Update: Pat H.	<ul style="list-style-type: none"> No update since previous meeting. 		
7	Lab Inspection Updates	Time Suggestion: 1 Minute (3:20PM-3:21PM)		
	OHC/LSC Lab Inspections: LSC Co-Chairs		LSC	OHC
		• CBE		03/11/2022
				ONGOING

	<ul style="list-style-type: none"> OHC should be invited for Lab Inspections once or twice a year. Department Reps should email Pat within a week's notice, who will then arrange for someone from the OHC to come along on the inspection. Pat would like at least one month's notice if a department is scheduling an OHC inspection. 	<ul style="list-style-type: none"> ME CGEE ECE 	<p>11/05/2021</p> <p>04/26/2022</p> <p>12/11/2019</p>	
8	Safety Funding	Time Suggestion: 4 Minute (3:21PM-3:25PM)		
	<p>Requests for Safety Items Funding: <i>LSC Co-Chairs</i></p> <ul style="list-style-type: none"> Helen Y/Hayden R. – CGEE – Requesting funds for a GFCI Upgrade in the Hydraulics Lab (1C60/1C60.4). Initial total: \$13,000 for 1C60 and \$1,600 for 1C60.4. (Grand Total: \$14,600) Doug B. – ME – Requesting Funds for Prof. Chen's Research Group (Room \$1A26) for 8 Lab Stools. Initial Total: \$367 each or \$2936 + tax & shipping. Helen Y. – CGEE – 9 Lab Stools. Initial Total: \$367 each or \$3303 + tax & shipping. <p>Attached: <i>LSC Funding Application – GFCI Upgrade & Funding Request – Doug Bitner \$3000</i></p>	<ul style="list-style-type: none"> Rob would like to confirm through Pat if the GFCI Upgrade needs to be done, and if it does, he would like this cost to be directed to College Leadership as this is more a Building/Facilities related expense. Waiting on a definitive answer as to if our funding has been replenished and the amount from Tim. Requests are deferred until we have an answer. Lowell will check with Tim and investigate previous records to see which fund was used for First Aid Training in the past. 	FOLLOW UP JUNE MEETING	
9	Roundtable	Time Suggestion: 5 Minutes (3:25PM-3:30PM)		
10	Deferred Business			
A. 06/01/2019	<p>Emergency Response Plan Postings: <i>Tanner T.</i></p> <p>Postings were needed to be checked as some may still have incorrect numbers (3 digits instead of 4)</p>	<ul style="list-style-type: none"> With AlertUs discontinued, our College ERP Postings may need to be reprinted and replace the current ones. Pat mentioned that AlertUs is still being used for the time being and the committee agreed to wait for further information before making changes. For the time being, the postings within classroom areas will have the number corrected by hand. 	DEFERRED ONGOING	
B. 05/20/2021	<p>ESMS Review: <i>Carey S.</i></p> <ul style="list-style-type: none"> Carey noted that the ESMS is required to be reviewed annually. 	<ul style="list-style-type: none"> <i>The LSC reviewed and approved the ESMS</i> <i>Move deferred to June to give time for Departments to supply metrics from ESMS implementation.</i> 	DEFERRED UNTIL JUNE 2022	
C. 07/29/2021	<p>LSC Terms of Reference: <i>Lowell L.</i></p> <p>Lowell inquired about the College level LSC Terms of Reference and suggested we adopt the University level Terms of Reference.</p>	<ul style="list-style-type: none"> Lowell and the Co-Chairs were to discuss eliminating Engineering Terms of Reference and adopting the University Terms of Reference. Carey, Rob, and Lowell will review before the committee finalizes this decision. <i>Deferred to June.</i> 	DEFERRED UNTIL JUNE 2022	
D. 04/29/2021	<p>First Aid Assessments: <i>Pat H.</i></p> <p>Pat explained that there are new CSA Standards within the workplace regarding First Aid.</p>	<ul style="list-style-type: none"> Pat was to share the One Pager/SOP Risk Assessment Form and Notes of Standards with the LSC prior to the meeting. Risk Assessment was scheduled for October. Need to conduct risk assessments, continue existing first aid training plan, and add some components (e.g., Band-Aids) to the existing kits. Routine inspection (quarterly or 90 days) and replenishing (as needed) will be formalized. Determining a plan for this is part of the risk assessment, together with trained personnel and numbers/sizes of kits. <i>On hold at this time, deferred to future meeting.</i> 	DEFERRED UNTIL FUTURE MEETING	
E. 02/25/2021	<p>Security Cameras: <i>Tanner T.</i></p> <ul style="list-style-type: none"> An unknown person was reported in the building. The College will continue investigating security camera options. Tanner met with Terry and Suzanne regarding camera locations; existing data is outdated. 	<ul style="list-style-type: none"> Tanner, Terry F., and ICT did a walkthrough, waiting for a quote on cost estimates. 	DEFERRED UNTIL FUTURE UPDATE	

<p>F. 11/25/2021</p>	<p>Naloxone Kits: Lowell L.</p> <ul style="list-style-type: none"> Chelsea Berscheid inquired about whether or not the College has or should have Naloxone Kits. As this is something that requires training and upkeep, Chelsea would like the Committee to discuss and decide if the College should have them available. 	<ul style="list-style-type: none"> Dr. Soltan brought this forward to College Leadership who determined that this should be included within our Safety Training. They would like Naloxone Kits to be placed near the existing CPR/First Aid Kits and would like an estimate number of cases that required Naloxone on Campus. Need clarification on who confirms Safety Training and how that is handled. 	<p>DEFERRED UNTIL WE HEARD BACK FROM THE OHC</p>
<p>Distributed copies as follows: Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee) Copy 2 - Sent to LSC via email on May 01, 2022 via enr.lsc@usask.ca Copy 3 - Submitted to Safety Resources</p>			
<p>In my opinion the above is an accurate record of this meeting</p> <p>Co-Chair Management SIGNATURE:  _____ Jafar Soltan Acting Associate Dean Graduate Studies and Strategic Projects</p> <p>Co-Chair Employee SIGNATURE:  _____ Rob Peace Departmental Assistant</p>			