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|  | | | AGENDALocal Safety Committee | | | | | | | | | | | |
| **Complete all information on top: Type or handwrite** | | | | | | | | | | | | | | |
| **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** | | | | November 24, 2022 at 14:30 ENG2A15 | | |
| 57 Campus Drive | | **Phone:** 306-966-5273 | | | | | **Date of Next Meeting** | | | | January 26, 2023 at 14:30 ENG2A15 | | |
| Saskatoon, SK S7N 5A9 | | **Fax:** 306-966-5202 | | | | |  | | | | | | |
| **Employer**  **Co-chairperson** Carey Simonson | | | | | | **Worker**  **Co-chairperson** Majak Mapiour | | | | | | | | |
| **Committee Members** | | | | | | | | | | | | | | |
| **Member** | | **Occupation of/ Representative for** | | **Present Y/N** | | **Member** | | | | **Occupation of/ Representative for** | | | | **Present Y/N** |
| Carey Simonson | | Management Representative / Co-Chair (Exempt) | | **Y** | | Rob Peace | | | | ME Technician / Employee Representative (ASPA) | | | | **Y** |
| Majak Mapiour | | CBE Departmental Assistant / Employee Representative/ Co-Chair (ASPA) | | **Y** | | Hayden Reitenbach for Helen Yin | | | | CGEE Technician / Employee Representative / Safety Days Coordinator (ASPA) | | | | **Y** |
| Lowell Levenick | | Administrative Office Representative / Secretary (CUPE) | | **Y** | | Jason Pannell | | | | ECE Technician / Employee Representative (ASPA) | | | | **Y** |
| Cam Tarasoff | | Engineering Shops Representative (CUPE) | | **N** | | Maureen Bourke | | | | Sci-Fi Camp Representative (ASPA) | | | | **Y** |
| Lope Tabil | | Faculty Representative (USFA) | | **Y** | |  | | | |  | | | |  |
| **Community Members Invited to Attend** | | | | | | | | | | | | | | |
| Patrick Hauser | | Safety Resources Representative | | **Y** | | Mike Miller | | | | Student Group Representative (ASPA) | | | | **N** |
| Spencer Smit | | OHC Representative | | **Y** | | N/A | | | | UG Rep | | | | **N** |
| Andrea Book | | SBA, Facilities Representative (ASPA) | | **Y** | | N/A | | | | Grad Rep | | | | **N** |
| **Quorum:** To ensure quorum, one half (5) of committee members must be present. | | | | | | | | | **Total Members Present:** | | | **8/9** | | |
|  | | | | | | | | | | | | | | |
| **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** | | | | | | | |  | |
|  | * *Spencer S.* | | | |  | | | | | | | |  | |
| **2** | **Approval of Agenda** | | | | **Time Suggestion: 1 Minute (2:35PM-2:36PM)** | | | | | | | |  | |
|  |  | | | | **MOTION:** To approve the agenda as circulated  **Moved: *Rob P.***  **Seconded: *Hayden R.*** | | | | | | | |  | |
| **3** | **COVID-19 Updates** | | | | **Time Suggestion: 1 Minute (2:36PM – 2:37PM)** | | | | | | | |  | |
|  | * *None at this time.* | | | |  | | | | | | | |  | |
| **4** | **Outstanding Business** | | | | **Time Suggestion: 23 Minutes (2:37PM – 3:00PM)** | | | | | | | |  | |
| **A.**  **05/20/2021** | **ESMS Review:** *Carey S., Majak M.*  • Carey noted that the ESMS is required to be reviewed annually. | | | | * Pat will discuss further with Safety Resources pertaining to the backend tracking of completed safety courses and expiration notification. * The committee agrees, with minor edits, to carry the ESMS forward to version 3.4. | | | | | | | |  | |
| **5** | **New Business** | | | | **Time Suggestion: 1 Minute (3:00PM – 3:01PM)** | | | | | | | |  | |
|  | * *No new business for this meeting.* | | | |  | | | | | | | |  | |
| **6** | **Reports** | | | | **Time Suggestion: 10 Minutes (3:01PM – 3:11PM)** | | | | | | | |  | |
| **A.** | **Incident/Hazard Reports:** *Lowell L.* | | | | * *Had a conversation with HR regarding the Incident reports, Andrea will investigate further.* | | | | | | | | **COMPLETE** | |
| **B.** | **OHC Update:** *Spencer S.* | | | | * *No update since previous meeting.* | | | | | | | |  | |
| **C.** | **Safety Resources Update:** *Pat H.* | | | | * *No update since previous meeting.* | | | | | | | |  | |
| **D.** | **Facilities Update:** *Andrea B.* | | | | * *No update since previous meeting.* | | | | | | | |  | |
| **7** | **Lab Inspection Updates** | | | | **Time Suggestion: 1 Minute (3:11PM – 3:12PM)** | | | | | | | |  | |
|  | **OHC/LSC Lab Inspections:** *LSC Co-Chairs*   * 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. | | | |  | | **DEPT. EXTERNAL** | | | | **OHC/SAFETY RESOURCES** | | **ONGOING** | |
| * **CBE** | | **11/10/2022** | | | | **03/11/2022** | |
| * **ME** | |  | | | | **11/05/2021** | |
| * **CGEE** | |  | | | | **04/26/2022** | |
| * **ECE** | |  | | | | **06/21/2022** | |
| **8** | **Safety Funding** | | | | **Time Suggestion: 3 Minute (3:12PM-3:15PM)** | | | | | | | |  | |
|  | **Requests for Safety Items Funding**: *LSC Co-Chairs* | | | | * *No requests at this time.* | | | | | | | |  | |
| **9** | **Roundtable** | | | | **Time Suggestion: 15 Minutes (3:15PM-3:30PM)** | | | | | | | |  | |
|  |  | | | |  | | | | | | | |  | |
| **10** | **Deferred Business** | | | |  | | | | | | | |  | |
| **A.**  **09/29/2022** | **First Aiders:** *Lowell L.*   * A review of current First Aiders within the College was completed, and it was determined that the third floor lacks the most coverage. We would like to propose having office staff trained in First Aid. | | | | * Lowell will work with Glenda and Hilary to determine the best individuals located on the third floor who can receive training. * Still waiting for updates. | | | | | | | | **DEFER UNTIL DECISION MADE BY LEADERSHIP** | |
| **B.**  **06/01/2019** | **Emergency Response Plan Postings:** *Tanner T.*  Postings were needed to be checked as some may still have incorrect numbers (3 digits instead of 4) | | | | * 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 UNTIL POSTINGS ARE REDESIGNED TO REMOVE REFERENCE TO ALERTUS** | |
| **C.**  **04/29/2021** | **First Aid Assessments:** *Pat H.*  Pat explained that there are new CSA Standards within the workplace regarding First Aid. | | | | * 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. * *On hold at this time, deferred to future meeting.* | | | | | | | | **DEFERRED UNTIL RESPONSE FROM PAT** | |
| **D.**  **11/25/2021** | **Naloxone Kits:** *Lowell L.*   * 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. | | | | * 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. - Pat | | | | | | | | **DEFERRED UNTIL WE HEARD BACK FROM THE OHC** | |
| **Distributed copies as follows:**  Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee)  Copy 2 - Sent to LSC via email on December 01, 2022 via [engr\_lsc@usask.ca](mailto:engr_lsc@usask.ca)  Copy 3 – Submitted to Safety Resources | | | | | | | | | | | | | | |
| In my opinion the above is an accurate record of this meeting  **Co-Chair Management SIGNATURE:**  Carey Simonson  Associate Dean Graduate Studies and Strategic Projects  **Co-Chair Employee SIGNATURE: Majak Mapiour**  Majak Mapiour  CBE Departmental Assistant | | | | | | | | | | | | | | |