



# MINUTES

## Local Safety Committee

Complete all information on top: Type or handwrite

<b>Name of firm</b>	College of Engineering – Local Safety Committee				
<b>Worksite Mailing Address &amp; Postal Code</b>	Room 3B48	<b>Total # of workers in workplace</b>	+/- 340		
	Engineering Building	<b>Meeting date &amp; time</b>	January 26, 2023 at 14:30 ENG2A15		
	57 Campus Drive	<b>Phone:</b> 306-966-5273	<b>Date of Next Meeting</b>	February 23, 2023 at 14:30 ENG2A15	
	Saskatoon, SK S7N 5A9	<b>Fax:</b> 306-966-5202			
<b>Employer Co-chairperson</b>	Carey Simonson	<b>Worker Co-chairperson</b>	Majak Mapiour		
<b>Committee Members</b>					
<b>Member</b>	<b>Occupation of/ Representative for</b>	<b>Present Y/N</b>	<b>Member</b>	<b>Occupation of/ Representative for</b>	<b>Present Y/N</b>
Carey Simonson	Management Representative / Co-Chair (Exempt)	Y	Rob Peace	ME Technician / Employee Representative (ASPA)	Y
Kevin Carter for Majak Mapiour	CBE Departmental Assistant / Employee Representative/ Co-Chair (ASPA)	Y	Helen Yin	CGEE Technician / Employee Representative / Safety Days Coordinator (ASPA)	Y
Robert Grier	Administrative Office Representative / Secretary (CUPE)	Y	Jason Pannell	ECE Technician / Employee Representative (ASPA)	N
Cam Tarasoff	Engineering Shops Representative (CUPE)	Y	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	N
Lope Tabil	Faculty Representative (USFA)	N	Lowell Levenick	Receiving Representative (CUPE)	Y
<b>Community Members Invited to Attend</b>					
Patrick Hauser	Safety Resources Representative	Y	Mike Miller	Student Group Representative (ASPA)	
Spencer Smit	OHC Representative	N	N/A	UG Rep	
Andrea Book	SBA, Facilities Representative (ASPA)	Y	N/A	Grad Rep	
<b>Quorum:</b> To ensure quorum, one half (5) of committee members must be present.				<b>Total Members Present:</b>	<b>7/10</b>

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	<b>Introductions/Guests</b>	<b>Time Suggestion: N/A</b>	
	• Robert Grier	Introduced	
2	<b>Approval of Agenda</b>	<b>Time Suggestion: 1 Minute (2:35PM-2:36PM)</b>	
		<b>MOTION:</b> To approve the agenda as circulated <b>Moved:</b> Lowell L. <b>Seconded:</b> Helen Y.	

<b>3</b>	<b>ESMS Metrics Updates</b>	<b>Time Suggestion: 5 Minute (2:36PM – 2:41PM)</b>																					
	<ul style="list-style-type: none"> <li>monthly updates from programs</li> <li>Establish new metrics in May</li> <li>Metric evaluation in October</li> </ul>	<ul style="list-style-type: none"> <li>Each department will report progress on ESMS metrics</li> <li>Jan 2023 Reports: <ul style="list-style-type: none"> <li>CBE: Door Posters updated, self-inspection started</li> <li>ME: Binders Done, Training done, self-inspection starting soon</li> <li>CGEE: Door Posters updated</li> <li>ECE</li> </ul> </li> <li>New ESMS metrics will be determined in May</li> </ul>																					
<b>4</b>	<b>Outstanding Business</b>	<b>Time Suggestion: 10 Minutes (2:41PM – 2:51PM)</b>																					
<b>A. 09/29/2022</b>	<b>First Aiders: Lowell L.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Lowell will work with Glenda and Hilary to determine the best individuals located on the third floor who can receive training.</li> <li>Still waiting for updates.</li> <li>Aiming for a first aid class to be scheduled by April</li> <li>Lowell (with Robert) will retain responsibility for this item.</li> </ul>																					
<b>B. 11/25/2021</b>	<b>Naloxone Kits: Lowell L.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>LSC decided to not take responsibility for naloxone kits but rather to rely on Protective Services.</li> <li>Pat will share information on available resources.</li> <li>USSU offers naloxone training</li> <li>Free Take Home Naloxone kits and training are available in Saskatchewan.</li> </ul>																					
<b>5</b>	<b>New Business</b>	<b>Time Suggestion: 5 Minute (2:51PM – 2:56PM)</b>																					
	<ul style="list-style-type: none"> <li>Multi-gas monitors (We need to figure out the best place for them) <b>Andrea Book</b></li> </ul>	<ul style="list-style-type: none"> <li>Move to Dean's office (Andrea and Robert)</li> <li>Andrea and Robert to coordinate</li> </ul>																					
<b>6</b>	<b>Reports</b>	<b>Time Suggestion: 10 Minutes (2:56PM – 3:06PM)</b>																					
<b>A.</b>	<b>Incident/Hazard Reports: Lowell L.</b>	<ul style="list-style-type: none"> <li>Lowell had a conversation with HR regarding the Incident reports, Andrea will investigate further.</li> <li>Andrea is still checking into this</li> </ul>																					
<b>B.</b>	<b>OHC Update: Spencer S. (Pat will provide an update)</b>	<ul style="list-style-type: none"> <li></li> </ul>																					
<b>C.</b>	<b>Safety Resources Update: Pat H.</b>	<ul style="list-style-type: none"> <li>13/336 incidents in the CoE in 2022, no lost time</li> <li>UG students and public incident forms are printed forms</li> <li>GS are electronic submission like faculty and staff</li> <li>2022 USask incident report will be emailed by Pat (Done)</li> </ul>																					
<b>D.</b>	<b>Facilities Update: Andrea B.</b>	<ul style="list-style-type: none"> <li>new First Aid signs are a work in progress</li> </ul>																					
<b>7</b>	<b>Lab Inspection Updates</b>	<b>Time Suggestion: 1 Minute (3:06PM – 3:07PM)</b>																					
	<b>OHC/LSC Lab Inspections: LSC Co-Chairs</b> <ul style="list-style-type: none"> <li>OHC should be invited for Lab Inspections once or twice a year.</li> <li>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.</li> </ul>		<table border="1"> <thead> <tr> <th></th> <th>DEPT. EXTERNAL</th> <th>OHC/SAFETY RESOURCES</th> <th>ONGOING</th> </tr> </thead> <tbody> <tr> <td>• CBE</td> <td>11/10/2022</td> <td>03/11/2022</td> <td></td> </tr> <tr> <td>• ME</td> <td></td> <td>11/05/2021</td> <td></td> </tr> <tr> <td>• CGEE</td> <td></td> <td>04/26/2022</td> <td></td> </tr> <tr> <td>• ECE</td> <td></td> <td>06/21/2022</td> <td></td> </tr> </tbody> </table>		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	
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<b>8</b>	<b>Safety Funding</b>	<b>Time Suggestion: 5 Minute (3:07PM-3:12PM)</b>																					
	<b>Requests for Safety Items Funding: LSC Co-Chairs</b>	<ul style="list-style-type: none"> <li>No requests at this time.</li> <li>Lab stools (4 caster chairs). They are supposed to be 5 caster chairs. Request by Helen Yin</li> </ul>																					
<b>9</b>	<b>Roundtable</b>	<b>Time Suggestion: 18 Minutes (3:12PM-3:30PM)</b>																					
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Environmental lab (1C30/ 1C34) crowding has become a safety concern, Helen will invite Pat and/or some external to CGEE for the next inspection of this area.</li> </ul>																					

		<ul style="list-style-type: none"> <li>Reminder of cylinder safety. New students/ HQP should pair up with an experienced individual when moving/ replacing a cylinder</li> </ul>	
<b>10</b>	<b>Deferred Business</b>		
<b>A. 06/01/2019</b>	<b>Emergency Response Plan Postings: Tanner T.</b> Postings were needed to be checked as some may still have incorrect numbers (3 digits instead of 4)	<ul style="list-style-type: none"> <li>With AlertUs discontinued, our College ERP Postings may need to be reprinted and replace the current ones.</li> <li>Pat mentioned that AlertUs is still being used for the time being and the committee agreed to wait for further information before making changes.</li> <li>For the time being, the postings within classroom areas will have the number corrected by hand.</li> </ul>	<b>DEFERRED UNTIL POSTINGS ARE REDESIGNED TO REMOVE REFERENCE TO ALERTUS</b>
<b>B. 04/29/2021</b>	<b>First Aid Assessments: Pat H.</b> Pat explained that there are new CSA Standards within the workplace regarding First Aid.	<ul style="list-style-type: none"> <li>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.</li> <li>Need to conduct risk assessments, continue existing first aid training plan, and add some components (e.g., Band-Aids) to the existing kits.</li> <li>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.</li> <li><i>On hold at this time, deferred to future meeting.</i></li> </ul>	

**Distributed copies as follows:**

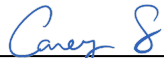
Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee)

Copy 2 - Sent to LSC via email on December 01, 2022 via [enr\\_lsc@usask.ca](mailto:enr_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  
 CBE Departmental Assistant