



# 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>		February 23, 2023, at 14:30 ENG2A15	
	57 Campus Drive	<b>Phone:</b> 306-966-5273	<b>Date of Next Meeting</b>		March 30, 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
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)	N	Jason Pannell	ECE Technician / Employee Representative (ASPA)	Y
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)	N
Spencer Smit	OHC Representative	N	N/A	UG Rep	N
Andrea Book	SBA, Facilities Representative (ASPA)	N	N/A	Grad Rep	N
<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>	
	• No new intro		
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> Jason P. <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>• <b>Monthly updates from each program</b> <ul style="list-style-type: none"> <li>• Establish new metrics each May</li> <li>• Metric results evaluated each October</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Each department will report progress on ESMS metrics</li> <li>• <i>Feb. 2023 Reports:</i> <ul style="list-style-type: none"> <li>○ CBE: ERP &amp; SOP binders inspection will be a key item in the next department safety inspection</li> <li>○ ME: 75% digital files and folders, 100% binders, 80% self-inspection</li> <li>○ CGEE: 100% binders, contact signages not done</li> <li>○ ECE</li> </ul> </li> </ul>																	
<b>4</b>	<b>Outstanding Business</b>	<b>Time Suggestion: 10 Minutes (2:41PM – 2:51PM)</b>																	
<b>A.</b>	<b>First Aiders: Lowell L.</b> <ul style="list-style-type: none"> <li>• First aid classes booking</li> </ul>	<ul style="list-style-type: none"> <li>• Lowell has not heard back Hilary or Glenda. The agenda item is likely to remain deferred</li> <li>• Lowell is arranging an in-house first aid class during the summer</li> </ul>		<b>March meeting</b>															
<b>B.</b>	<b>Naloxone Kits: Pat H.</b> <ul style="list-style-type: none"> <li>• Pat to provide info on available resources regarding Naloxone kits</li> </ul>	<ul style="list-style-type: none"> <li>• Lowell to post info once provide by Pat</li> <li>• Complete</li> </ul>		<b>Complete</b>															
<b>C.</b>	<b>Latest CSA First Aid Kits Standard: Pat H.</b> <ul style="list-style-type: none"> <li>• Implementation plan for the latest CSA First Aid Kits Standard</li> </ul>	<ul style="list-style-type: none"> <li>• Central first aid kits are on each floor by elevator and have been updated recently, safety resources is not updating the kits for now.</li> <li>• First health kits should be inspected 90 days</li> <li>• Kits in individual labs will be renamed “Local Health Kits” that are to be replenished as supplies are used.</li> </ul>		<b>Complete</b>															
<b>D.</b>	<b>Emergency Response Plan Posting update: Pat H.</b> <ul style="list-style-type: none"> <li>• Updates on ERP posting redesign</li> </ul>	<ul style="list-style-type: none"> <li>• Pat will update the ~20 ERPs in the common areas (USafe replacing Alertus)</li> <li>• Lab level ERPs need to be kept up to date and should be part of the OHC/LSC Lab Inspections</li> </ul>		<b>Move to deferred business (Pat)</b>															
<b>5</b>	<b>New Business</b>	<b>Time Suggestion: 5 Minute (2:51PM – 2:56PM)</b>																	
	<ul style="list-style-type: none"> <li>• <i>No new business</i></li> </ul>	<ul style="list-style-type: none"> <li>•</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>• No updates</li> </ul>																	
<b>B.</b>	<b>OHC Update: Spencer S. (Pat will provide an update)</b>	<ul style="list-style-type: none"> <li>• 2022 incidents: 13 injuries in CoE; see the attachment for details</li> </ul>																	
<b>C.</b>	<b>Safety Resources Update: Pat H.</b>	<ul style="list-style-type: none"> <li>• No updates</li> </ul>																	
<b>D.</b>	<b>Facilities Update: Andrea B.</b>	<ul style="list-style-type: none"> <li>• No updates</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> </tr> </thead> <tbody> <tr> <td>• CBE</td> <td>11/10/2022</td> <td>03/11/2022</td> </tr> <tr> <td>• ME</td> <td>12/14/2022</td> <td>11/05/2021</td> </tr> <tr> <td>• CGEE</td> <td></td> <td>04/26/2022</td> </tr> <tr> <td>• ECE</td> <td></td> <td>06/21/2022</td> </tr> </tbody> </table>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	• CBE	11/10/2022	03/11/2022	• ME	12/14/2022	11/05/2021	• CGEE		04/26/2022	• ECE		06/21/2022	<b>ONGOING</b>
	DEPT. EXTERNAL	OHC/SAFETY RESOURCES																	
• CBE	11/10/2022	03/11/2022																	
• ME	12/14/2022	11/05/2021																	
• CGEE		04/26/2022																	
• ECE		06/21/2022																	
<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>• <b>Call for 4 caster chairs and stools for replacement. The final funding allocations at the March meeting</b></li> <li>• <b>Establish a sub-committee to develop guidelines for use of LSC funding</b></li> </ul>	<ul style="list-style-type: none"> <li>• Safety funding for applications will be reviewed in the March LSC meeting</li> <li>• A subcommittee was formed to come up with safety funding guidelines and eligibility. Members are Jason, Rob, Helen, Majak, and Andrea; led by Jason</li> </ul>																	

9	Roundtable	Time Suggestion: 18 Minutes (3:12PM-3:30PM)	
	•	• Jason P. request for an additional first aid kit in the C-wing. Jason and Lowell will order the kit and ensure that it is installed	Move to deferred business (Jason)
10	Deferred Business		
A.	NA	•	
B.	NA	•	

**Distributed copies as follows:**


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

Copy 2 - Sent to LSC via email 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

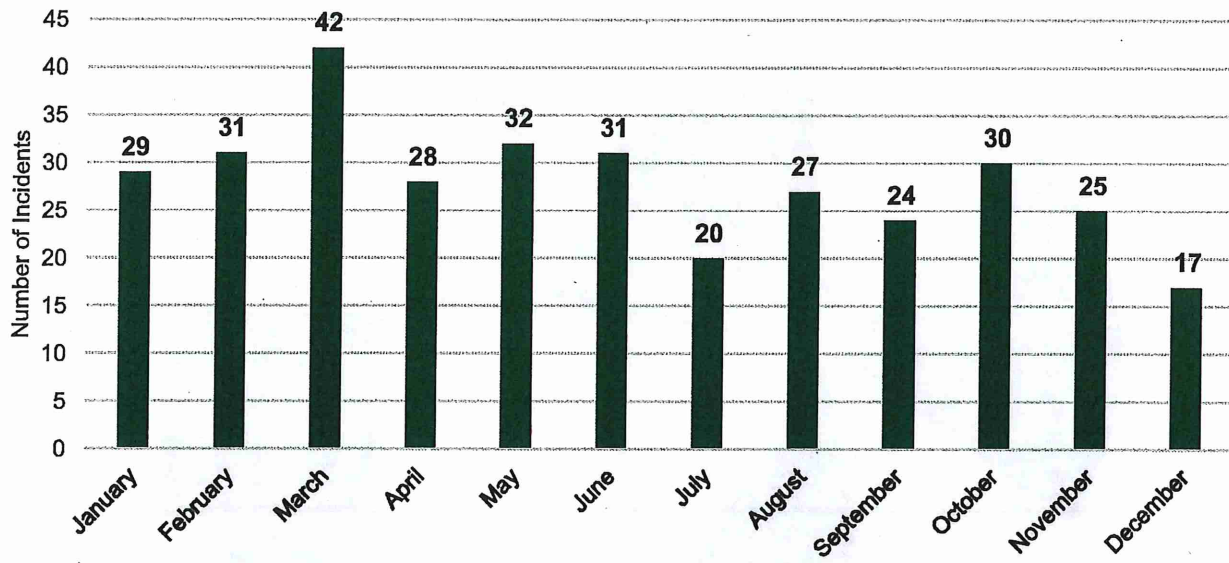
Co-Chair Employee SIGNATURE:

  
 Majak Mapiour  
 CBE Departmental Assistant

# University of Saskatchewan 2022 Yearly Summary Incident Statistics

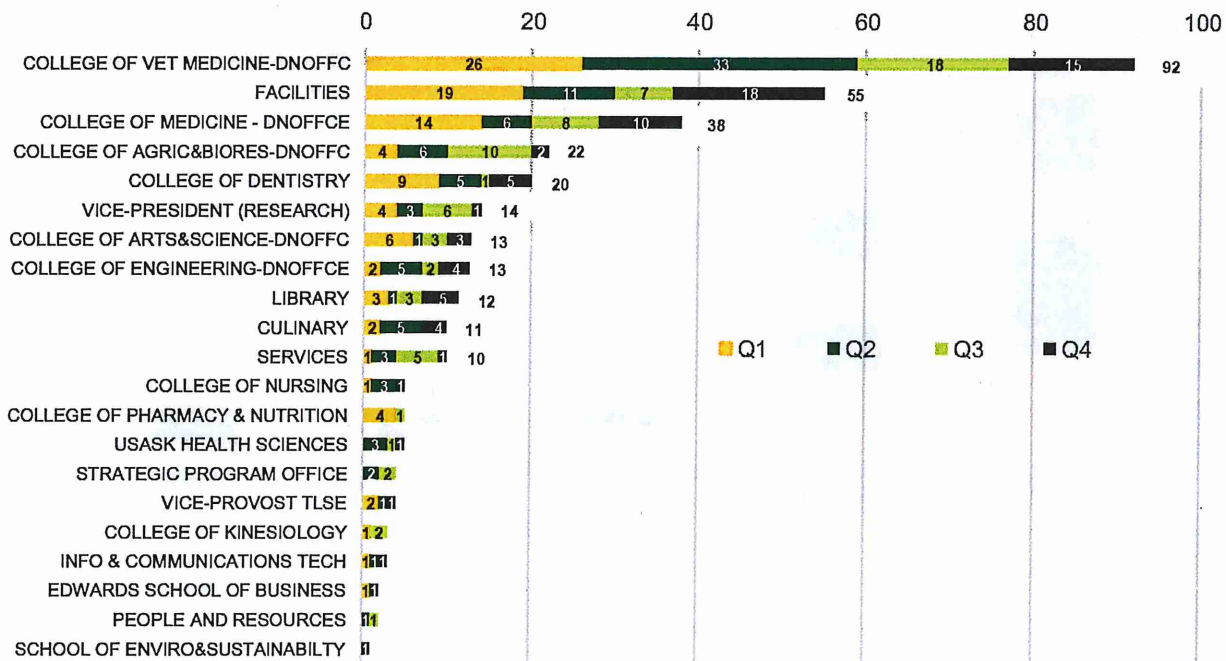
## Number of Incidents by Month (YTD - 2022)

**Total Incidents = 336**



## Incidents by Department (YTD - 2022)

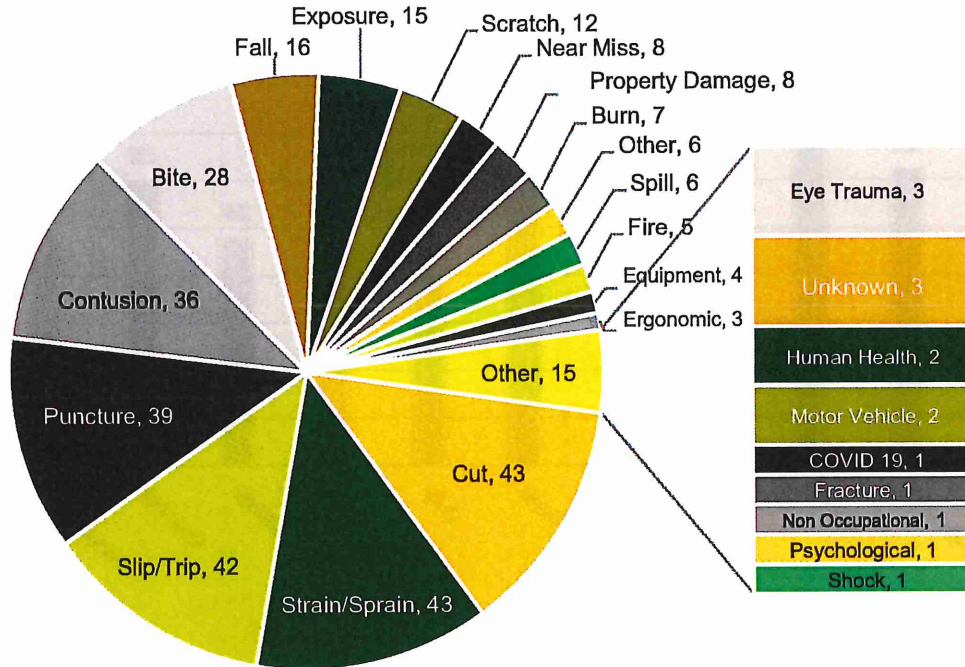
**Total Incidents = 336**



# University of Saskatchewan 2022 Yearly Summary Incident Statistics

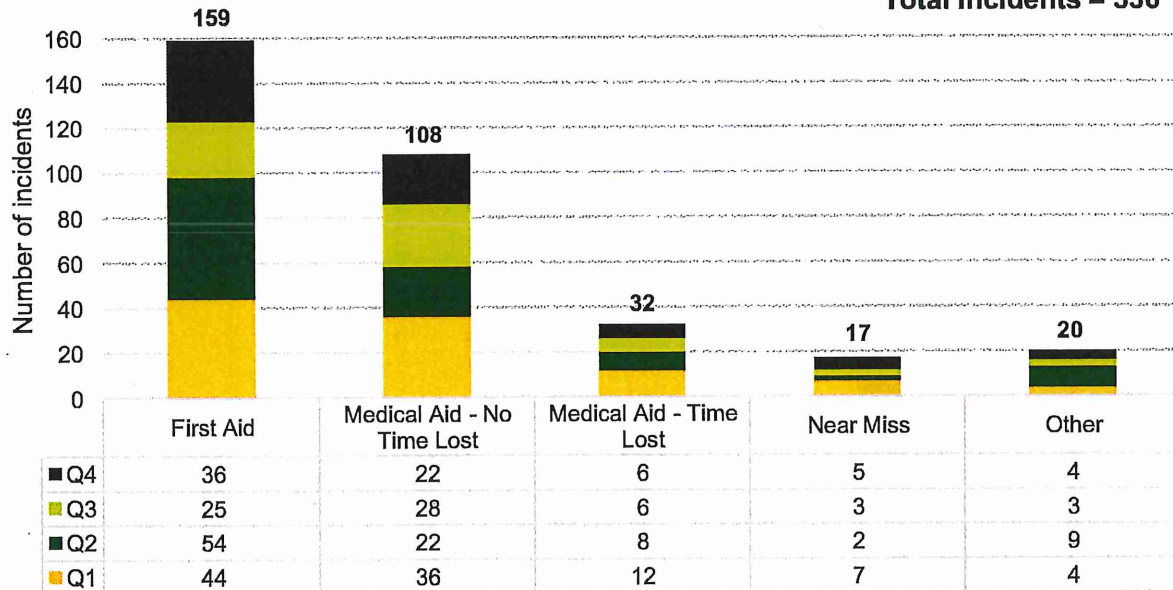
**Incidents by Type (YTD - 2022)**

**Total Incidents = 336**



**Incidents by Category (YTD - 2022)**

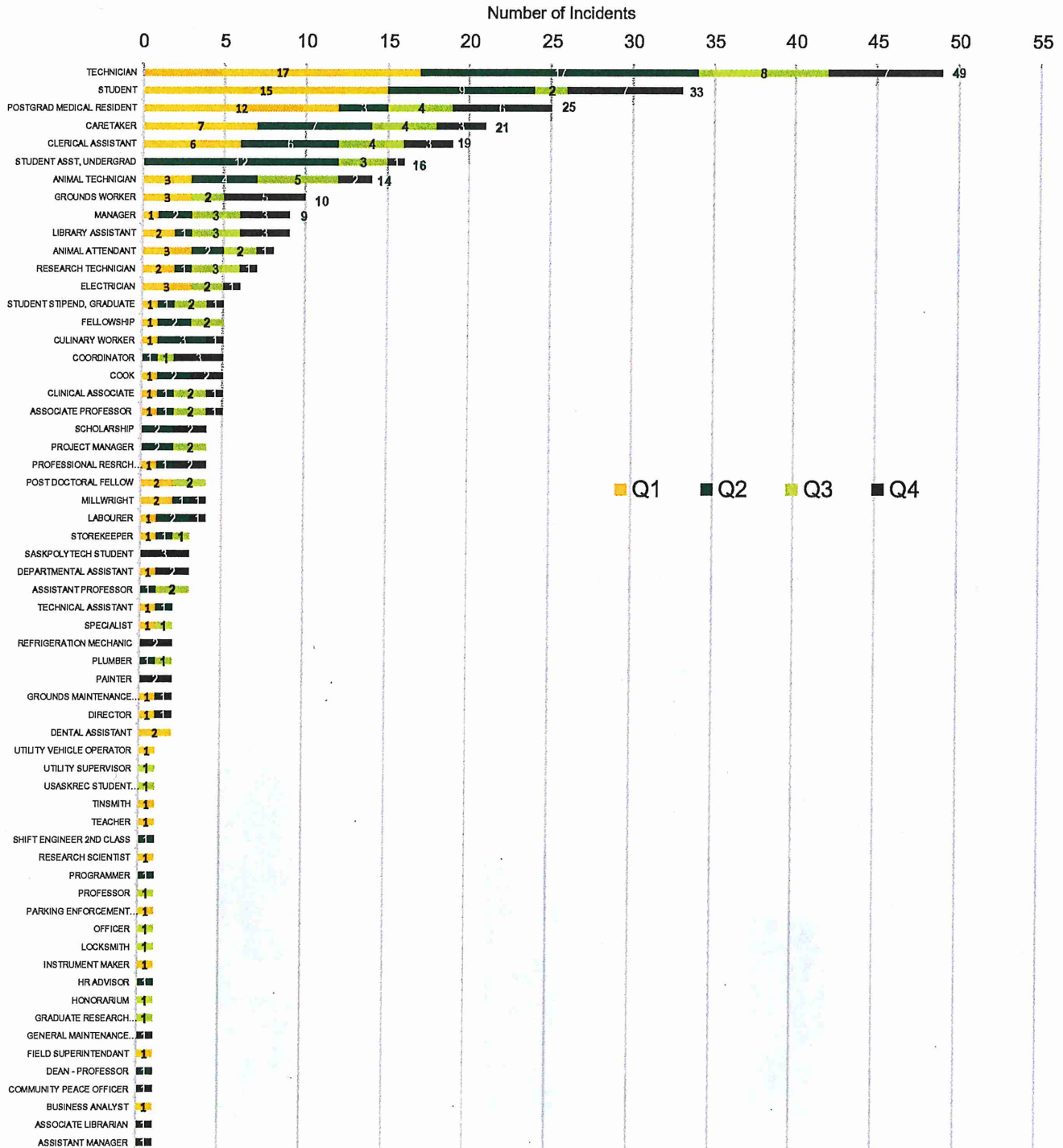
**Total Incidents = 336**



# University of Saskatchewan 2022 Yearly Summary Incident Statistics

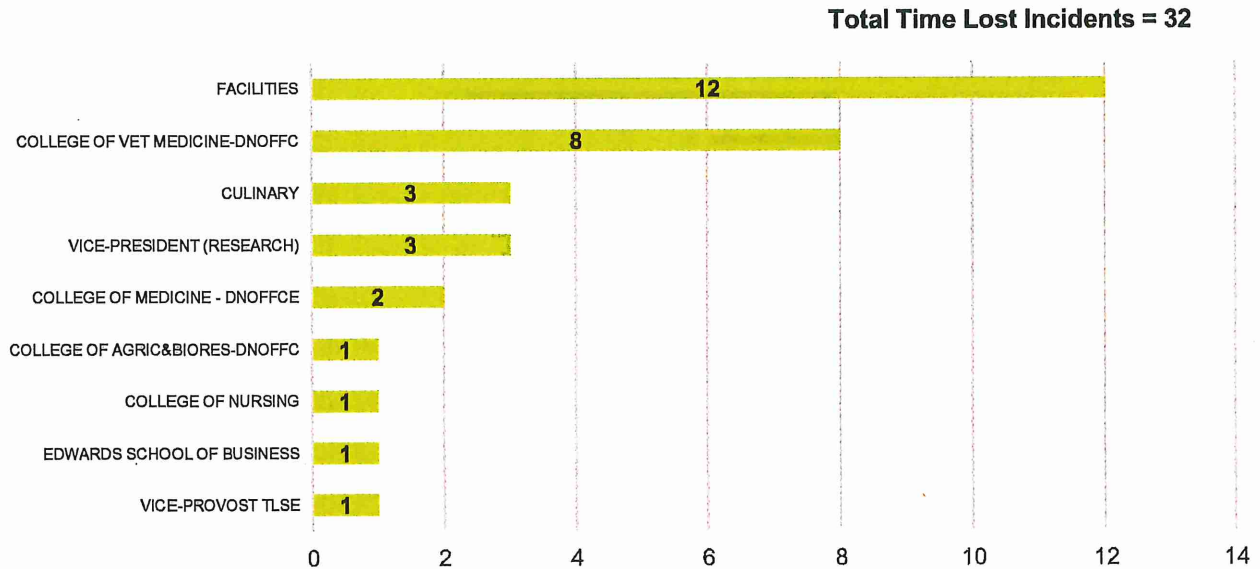
## Incidents by Occupation (YTD - 2022)

Total Incidents = 336



# University of Saskatchewan 2022 Yearly Summary Incident Statistics

## Time Lost Incidents by College/Unit (YTD - 2022)



## WCB Claim Statistics (Three-year Comparison)

