



UNIVERSITY OF SASKATCHEWAN
College of Engineering
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Minutes

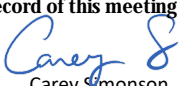

Local Safety Committee

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	March 30, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	April 27, 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)	N	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)	Y
Cam Tarasoff	Engineering Shops Representative (CUPE)	Y	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y
Shafiq Alam	Faculty Representative (USFA)	Y	Lowell Levenick	Receiving Representative (CUPE)	Y
Community Members Invited to Attend					
Patrick Hauser	Safety Resources Representative	Y	Mike Miller	Student Group Representative	N
Spencer Smit	OHC Representative	N	N/A	UG Rep	
Andrea Book	SBA, Facilities Representative	Y	N/A	Grad Rep	
Quorum: To ensure quorum, one half (5) of committee members must be present.			Total Members Present:	9/10	

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	
	• Dr. Alam replaced Dr. Lope as Faculty Representative		
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM-2:36PM)	
		MOTION: To approve the agenda as circulated Moved: Rob Peace Seconded: Shafiq Alam	

3	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:36PM – 2:41PM)							
	<ul style="list-style-type: none"> • Monthly updates from each program <ul style="list-style-type: none"> • Establish new metrics each May • Metric results evaluated each October 	<ul style="list-style-type: none"> • Each department will report progress on ESMS metrics. • March. 2023 Reports: <ul style="list-style-type: none"> ○ CBE: has scheduled processes and is on track. ○ ME: has a few items to catch up on. ○ CGEE: everything under control. Helen will ask Jim Bugg if she can share his Excel sheet for tracking training. ○ ECE: not sure on faculty training rate, tech staff will be compliant minus the first aid portion. <p>Rob Peace was asked to make the next selection of metrics to focus on in the next quarter.</p>	ONGOING						
4	Outstanding Business	Time Suggestion: 10 Minutes (2:41PM – 2:51PM)							
A.	First Aiders: Lowell L. <ul style="list-style-type: none"> • Update on first aid classes booking 	<ul style="list-style-type: none"> • First AID – Maureen could possibly add people to her First AID level C if she has space. • Recommended that departments use on campus services • Would it be possible to have a day of safety and just have that day for first aid classes and completing online classes (WHMIS, Biohazard Training). • Discussed regular protocol for first-aid situations: call Protective Services for minor events or 911 if it is an emergency. Use first aid email to notify building first-aiders. • Future consideration: safety training reminders, newsletter, safety updates, safety announcement for the start of term. • It was agreed that the ISC will provide funding for 6 staff members interested in first aid training. 	ONGOING						
B.	Naloxone Signs: Lowell L. <i>Please see the attachment</i>	<ul style="list-style-type: none"> • Lowell will put signage up on the ISC board. • Anyone who wants to carry a kit and get training is encouraged to do so as a private citizen. Call 911 otherwise. 	COMPLETE						
C.	Auditing the main First Aid Kits: Lowell L.	<ul style="list-style-type: none"> • First aid kit audits complete, items replenished. Binder full of data on the 3rd floor, has date checklists and items required. 	Add to deferred business for 3 months						
D.	Re-assigning the responsibility of Incident/Hazard Reporting (section 6.a): Lowell L.	<ul style="list-style-type: none"> • Andrea will be following up as she has had meetings with HR SBA/Executive Assistant. HR SBAs are the only ones in the college that receive these (and supervisors) but they do not have any specific directive on how these are to be managed. 	Add to deferred business. TBD by Andrea Book						
E.	Latest CSA First Aid Kits Standard: Pat H. <ul style="list-style-type: none"> • Review/ reversal of the rebranding of lab first aid kits as 'local health kits' 	<ul style="list-style-type: none"> • Pat will continue to keep us updated on changes. 	ONGOING						
5	New Business	Time Suggestion: 5 Minute (2:51PM – 2:56PM)							
	<ul style="list-style-type: none"> • Concerns regarding continued construction in 3B48: <i>Robert G</i> 	<ul style="list-style-type: none"> • Staff should bring forward any issues to their supervisor and if it is not addressed at that level, they can bring it to the ISC. 	COMPLETE						
6	Reports	Time Suggestion: 10 Minutes (2:56PM – 3:06PM)							
A.	Incident/Hazard Reports: Lowell L.	<ul style="list-style-type: none"> • Edwards Incident. See roundtable. 							
B.	OHC Update: Spencer S. (Pat will provide an update)	<ul style="list-style-type: none"> • N/A 							
C.	Safety Resources Update: Pat H.	<ul style="list-style-type: none"> • Pat mentioned the email newsletter. 							
D.	Facilities Update: Andrea B.	<ul style="list-style-type: none"> • N/A 							
7	Lab Inspection Updates	Time Suggestion: 1 Minute (3:06PM – 3:07PM)							
	OHC/ISC Lab Inspections: LSC Co-Chairs <ul style="list-style-type: none"> • OHC should be invited for Lab Inspections once or twice a year. 	<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> </tbody> </table>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	• CBE	11/10/2022	03/11/2022	ONGOING
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• CBE	11/10/2022	03/11/2022							

	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> ME 	12/14/2022	11/05/2021	
		<ul style="list-style-type: none"> CGEE 	Enviro Lab Inspection	03/15/2023	
		<ul style="list-style-type: none"> ECE 		06/21/2022	
8	Safety Funding	Time Suggestion: 5 Minute (3:07PM-3:12PM)			
	Requests for Safety Items Funding: LSC Co-Chairs <ul style="list-style-type: none"> Replacement of 14 four caster lab stools in ENG2C97- Jason P. 	<ul style="list-style-type: none"> It was decided that the LSC will split the 15K among depts and grad offices (3k each) for chairs. Andrea to order. 	ONGOING		
9	Roundtable	Time Suggestion: 18 Minutes (3:12PM-3:30PM)			
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Knife incident in Edwards. Add lockdown drills to future agenda for discussion. We need emergency contact information to be updated on PAWS. Robert G to send out information on this and the USAFE app. Will they be poisoning gophers soon? It caused concern for some people on campus last year. Facilities did mention starting that program soon. 			
10	Deferred Business				
A. 06/01/2019 Last discussed 23/02/2023	Emergency Response Plan Posting update: Pat H. Updates on ERP posting redesign	<ul style="list-style-type: none"> Pat will update the ERPs in the common areas. 	deferred until completed by Pat H.		
B. 23/02/ 2023	Jason P. will add a central first aid kit in the C-wing	<ul style="list-style-type: none"> Jason P. requested for an additional first aid kit in the C-wing. Jason and Lowell will order the kit and request Facilities to install it 	deferred until completed by Pat H.		
C. 23/02/ 2023	Development of safety funding guidelines and eligibility framework	<ul style="list-style-type: none"> A subcommittee was formed to come up with safety funding guidelines and eligibility. Members are Jason, Rob, Helen, Majak, and Andrea; led by Jason 	deferred until completed by the sub-committee		
Distributed copies as follows: Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee) Copy 2 - Sent to LSC via email via enr_lsc@usask.ca Copy 3 - Submitted to Safety Resources					
<p>In my opinion the above is an accurate record of this meeting</p> <p>Co-Chair Management SIGNATURE:  Carey Simonson Associate Dean Graduate Studies and Strategic Projects</p> <p>Co-Chair Employee SIGNATURE:  Majak Mapiour CBE Departmental Assistant</p>					