

university of saskatchewan College of Engineering engineering.usask.ca Minutes

Local Safety Committee

Complete all i	nformation 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		April 27, 2023, at 14:30 ENG2A15	
	57 Campus Drive Phone: 306-966-52			Date of Next Meeting		May 25, 2023, at 14:30 ENG2A15	
	Saskatoon, SK S7N 5A9	Fax: 30	06-966-5202	202			
Employer Co-chairperson Carey Simonson			Worker Co-chairper				
		Committe	e Members				
Member	Occupation of/ Representative for	Present Y/N	Membe	er	Occupation of/ Repre	sentative for	Present Y/N
Carey Simonson	Management Representative / Co-Chair (Exempt)	Y	Rob Peace		ME Technician / Employe Representative (ASPA)	e	Y
Kevin Carter for Majak Mapiour	CBE Departmental Assistant / Employee Representative/ Co-Chair (ASPA)	Y	Helen Yin		CGEE Technician / Emplo Representative / Safety D Coordinator (ASPA)	•	Y
Robert Grier	Administrative Office Representative / Secretary (CUPE)	Y	Jason Panne	211	ECE Technician / Employee Representative (ASPA)		N
Cam Tarasoff	Engineering Shops Representative (CUPE)	Y	Maureen Bo	ourke	se Sci-Fi Camp Representative (ASPA)		N
Shafiq Alam	Faculty Representative (USFA)	Ν	Lowell Lever	nick	Receiving Representative (CUPE)		Y
	Comm	unity Membe	ers Invited to A	Attend			
Patrick Hauser	Safety Resources Representative		Mike Miller		Student Group Representative		
Spencer Smit	OHC Representative		N/A	UG Rep			
Andrea Book	SBA, Facilities Representative		N/A		Grad Rep		
Quorum: To ens	ure quorum, one half (5) of committee memb	ers must be p	resent.	То	otal Members Present:	7/10	1

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	
	• No new guest(s)		
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM-2:36PM)	
		MOTION: Moved: Rob Peace Seconded: Kevin Carter	

3	Approval of Prior Minutes	Time Sugg	estion: 1 Minute (2:36PN	1-2:37PM)	
		MOTION: Moved: Robert Grier Seconded: Rob Peace			
		• 4. A. correction should be Level C not Level E		not Level E	
3	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:37PM – 2:42PM)			
	 Monthly updates from each program Establish new metrics each May Metric results evaluated each October 	 Each department will report progress on ESMS metrics. April. 2023 Reports: CBE: ME: CGEE: ECE: Pat will follow up 		ress on ESMS metrics.	ONGOING
	 Possibility of placing safety training courses on Canvas (managed by dept/ College) to help with tracking of course expiry and renewal dates 			Deferred	
4	Outstanding Business	Time Sugge	Time Suggestion: 10 Minutes (2:42PM – 2:52PM)		
Α.	 Latest CSA First Aid Kits Standard: Pat H. Pat will provide updates on changes 	Deferred until Pat H. gives an update			Deferred
5	New Business	Time Suggestion: 5 Minute (2:52PM – 2:57PM)			
Α.	 LSC Meeting Day Discussion to move the meeting day to the last Friday of a month at 1:00 p.m. (Carey) 	 Andrea B. – to send out a survey for time change. 		Deferred To May meeting	
6	Reports	Time Suggestion: 10 Minutes (2:57PM – 3:07PM)			
Α.	Incident/Hazard Reports: Andrea B.	 Pat H. – part of Pat's new duties is to inform college HR SBA of incidents Contact HR for info of how to handle afterhours (WAAH) requests when a student may have an existing medical 			
В.	OHC Update: Spencer S. (Pat will provide an update)	No updates			
C.	Safety Resources Update: Pat H.	 Pat H. is working on putting together a ladder safety course. 			
D.	Facilities Update: Andrea B.	Road work and paving to start			
7	Lab Inspection Updates	Time Suggestion: 1 Minute (3:07PM – 3:08PM)		1 – 3:08PM)	
	 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 		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	ONGOING
		• CBE	11/10/2022	03/11/2022	
	notice, who will then arrange for someone from the OHC to come along on the inspection.	• ME	12/14/2022	11/05/2021	
		• CGEE	03/15/23	03/15/2023	
		• ECE		06/21/2022	
8	Safety Funding	Time Suggestion: 5 Minute (3:08PM-3:13PM)			
	Requests for Safety Items Funding: Chairs are being ordered by Andrea B. No new items. 		lrea B.	ONGOING	
9	Roundtable	Time Suggestion: 18 Minutes (3:13PM-3:31PM)			
	 A request was made for OHC inspection of the pilot plant in the CBE Department Lowell L. – it is important to alert shipping and receiving if large items are being delivered. Reminder to use Hazardous Waste Disposal (form available on PAWS>Safety) if you need to get rid of chemicals. 	 Andrea B. will schedule an inspection. Reps will let their departments know of the importance of alerting shipping and receiving if large items are being delivered. Reps will notify/ remind their departments to use Hazardous Waste Disposal form 			

10	 Reminding everyone of the importance of First Aid Training. First Responders: Should we have a First Responder in the College of Engineering? We should consider starting the meeting with a Safety moment 	 We want to encourage participation and inform how this training can be beneficial in our community as well as at work. The consensus was that we don't need a First Responder. Pat will follow up to see how this is handled on campus (other colleges and protective services). Everyone agrees but no starting date as of yet 			
A. 06/01/2019 Last discussed 23/02/2023	Emergency Response Plan Posting update: Pat H. Updates on ERP posting redesign	Pat will update the ERPs in the common areas.	deferred until completed (Pat H.)		
B. 23/02/ 2023	Jason P. will add a central first aid kit in the C-wing	 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 (Pat H.)		
C. 23/02/ 2023	Development of safety funding guidelines and eligibility framework	 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 (Jason P.)		
D. 30/03/ 2023	Auditing the main First Aid Kits: Lowell L.	 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		
E. 30/03/ 2023	Re-assigning the responsibility of Incident/Hazard Reporting (section 6.a): Lowell L.	 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. 	Deferred business. TBD by Andrea Book		
Distributed copies as follows: Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee) Copy 2 - Sent to LSC via email via <u>engr_lsc@usask.ca</u> Copy 3 – Submitted to Safety Resources					
In my opinion the above is an accurate record of this meeting Co-Chair Management SIGNATURE:					