



Minutes

Local 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 | April 27, 2023, at 14:30 ENG2A15 | |
| | 57 Campus Drive | Phone: 306-966-5273 | Date of Next Meeting | May 25, 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 |
| 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 |
| Shafiq Alam | Faculty Representative (USFA) | N | Lowell Levenick | Receiving Representative (CUPE) | Y |
| Community Members Invited to 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 ensure quorum, one half (5) of committee members must be present. | | | Total Members Present: | 7/10 | |

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

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|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | |
| 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 (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 (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 (Jason P.) |
| D. 30/03/ 2023 | 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 |
| E. 30/03/ 2023 | 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. | Deferred business. TBD by Andrea Book |

Distributed copies as follows:

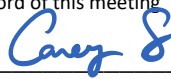
Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee)

Copy 2 - Sent to LSC via email via 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