



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		May 25, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting		June 29, 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)	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)	Y
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	Y	Mike Miller	Student Group Representative	N
Spencer Smit	OHC Representative	Y	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:	8/10	

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	
	<ul style="list-style-type: none"> Sarah T. key form and process 	<ul style="list-style-type: none"> Sarah will work with departmental assistants to improve the current key form 	Complete
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM-2:36PM)	
		Moved: Rob P. Seconded: Lowell L.	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM-2:37PM)			
		Moved: Jason P. Seconded: Rob P.			
3	Safety Moment	Time Suggestion: 2 Minute (2:37PM-2:39PM)			
	<ul style="list-style-type: none"> Monthly safety moment topic from a member <ul style="list-style-type: none"> Safety Moment topic: safety compliance vs. safety culture (Majak M) 	<ul style="list-style-type: none"> Increase safety buy-in through respectful dealing with those who commit infractions. Next meeting, Rob G. will deliver 'safety moment' 			
4	ESMS Metrics Updates	Time Suggestion: 20 Minute (2:39PM – 2: 59PM)			
	<ul style="list-style-type: none"> Monthly updates from each program <ul style="list-style-type: none"> Establish new metrics each May. <i>Rob P. will provide an update</i> Metric results evaluated each October 	<ul style="list-style-type: none"> Each department will report progress on ESMS metrics. May 2023 Reports: <ul style="list-style-type: none"> CBE: ME: CGEE: ECE: Rob presented the new ESMS metrics. He will modify the form to include additional inspections items to address previous metrics 		ONGOING	
5	Outstanding Business	Time Suggestion: 5 Minutes (3:00PM – 3:05PM)			
A. 30/03/ 2023	Update on auditing the main First Aid Kits: <i>Lowell L.</i>	<ul style="list-style-type: none"> Next audit the First Aid Kits on June 15th 		Deferred until next meeting	
B. 23/02/ 2023	Update on Safety Funding Metrics: <i>Jason P.</i>	<ul style="list-style-type: none"> Jason P. will work with the sub-committee to finalize the safety funding eligibility criteria 		Deferred until completed	
C. 23/02/ 2023	Update on adding a central first aid kit in the C-wing: <i>Jason P.</i>	<ul style="list-style-type: none"> A request has been made for facilities to mount the First Aid Kit 		Deferred until completed	
D. 06/01/2019 Last discussed 23/02/2023	Update on Emergency Response Plan Posting: <i>Pat H.</i>	<ul style="list-style-type: none"> The 20 ERP postings in the common areas are up-to-date 		Complete	
E.	Update on renaming labs' first aid kits to differentiate them from central or main first aid kits: <i>Pat H.</i>	<ul style="list-style-type: none"> Pat H. and Spencer H. will consult with Safety Resources and report to LSC 		Deferred until completed	
F. 30/03/2023	Update on re-assigning the responsibility of Incident/Hazard Reporting (section 7.a): <i>Andrea B.</i>	<ul style="list-style-type: none"> Andrea B. (and Christine S.) is responsible for incident/hazard reporting. 		Complete	
G. 27/04/2023	Update on scheduling a safety audit of CBE pilot plant: <i>Andrea B.</i>	<ul style="list-style-type: none"> CBE pilot plant Inspection was completed by Safety Resources reps. A comprehensive report will be sent to CBE department head. 		Complete	
6	New Business	Time Suggestion: 5 Minute (3:05PM – 3:07PM)			
A.	<ul style="list-style-type: none"> No new business 				
7	Reports	Time Suggestion: 10 Minutes (3:07PM – 3:17PM)			
A.	Incident/Hazard Reports: <i>Andrea B.</i>	<ul style="list-style-type: none"> There was an auto incident (external) 			
B.	OHC Update: <i>Spencer S. (Pat will provide an update)</i>	<ul style="list-style-type: none"> N/A 			
C.	Safety Resources Update: <i>Pat H.</i>	<ul style="list-style-type: none"> N/A 			
D.	Facilities Update: <i>Andrea B.</i>	<ul style="list-style-type: none"> Building water shut down/ maintenance went as planned 			
8	Lab Inspection Updates	Time Suggestion: 1 Minute (3:17PM – 3:18PM)			
	OHC/LSC Lab Inspections: <i>LSC Co-Chairs</i> <ul style="list-style-type: none"> OHC should be invited for Lab Inspections once or twice a year. 		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	ONGOING
	<ul style="list-style-type: none"> CBE 		11/10/2022	05/18/2023	

	<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 	03/15/23	03/15/2023	
		<ul style="list-style-type: none"> ECE 		06/21/2022	
9	Safety Funding	Time Suggestion: 2 Minute (3:18PM-3:20PM)			
	Requests for Safety Items Funding:	<ul style="list-style-type: none"> No new items. 			ONGOING
10	Roundtable	Time Suggestion: 10 Minutes (3:20PM-3:30PM)			
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11	Deferred Business				
A. April 27, 2023	LSC Meeting Day Discussion to move the meeting day to the last Friday of a month at 1:00 p.m. (Carey)	<ul style="list-style-type: none"> Andrea B. – to send out a survey for time change. 			Deferred Until completed (Andrea B.)

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
 Copy 3 – Submitted to Safety Resources

In my opinion the above is an accurate record of this meeting

Co-Chair Management SIGNATURE: _____

Carey S

Carey Simonson
 Associate Dean Graduate Studies and Strategic Projects

Majak Mapiour

Co-Chair Employee SIGNATURE: _____

Majak Mapiour
 CBE Departmental Assistant