



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	June 29, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	August 31, 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)	N	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y
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	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:	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	
	•	•	
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM-2:36PM)	
		Moved: Lowell L. Seconded: Robert P.	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM-2:37PM)			
		Moved: Robert P. Seconded: Robert G.			
4	Safety Moment	Time Suggestion: 2 Minute (2:37PM-2:39PM)			
	<ul style="list-style-type: none"> Monthly safety moment topic <ul style="list-style-type: none"> Safety Moment topic: Robert Grier 	<ul style="list-style-type: none"> Importance of ensuring that workers and co-workers are fit for duty. Importance of using inclusive language and demonstrating inclusive attitude 			
5	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. <p>Rob P. will present an update on the metrics form.</p>	<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 P. presented the metrics form for Nov. 2023 ESMS evaluation. 		ONGOING	
6	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"> Should the inspection be done annually? 	<ul style="list-style-type: none"> Main first aid kits have been replenished. The Main first aid kits will be inspected every 90 days, and reports to LSC are required only when there are issues. 		COMPLETED	
B. 27/04/ 2023	LSC Meeting Day: <i>Andrea B.</i> <ul style="list-style-type: none"> Discussion to move LSC meeting day. New meeting time poll results: <i>Robert G.</i> will share the poll results 	<ul style="list-style-type: none"> The meeting time and day will not be changed. 		COMPLETED	
C. 23/02/ 2023 25/05/2023	Update on adding a central first aid kit in the C-wing: <i>Jason P.</i>	<ul style="list-style-type: none"> Facilities have mounted the first aid Kit in the C-wing 		COMPLETED	
7	New Business	Time Suggestion: 5 Minute (3:05PM – 3:07PM)			
A.	Potholes/Asphalt issues around entrances to college: <i>Robert G.</i> <ul style="list-style-type: none"> Concerns from a couple of staff members about the potholes/divots in the asphalt around the entrances to the buildings- there has been at least one injury. 	<ul style="list-style-type: none"> Andrea will follow up with Facilities to ensure that the potholes are fixed. 		COMPLETED	
B.	Safety reminders for staff, students, faculty: <i>Robert G.</i> <ul style="list-style-type: none"> motion to add ongoing business to meeting agenda for collection of safety notices/reminders to send out to faculty/staff/students through the Dean’s office clerical team: <i>Robert G.</i> 	<ul style="list-style-type: none"> An ongoing item will be added to the agenda regarding safety notices/reminders. 		ONGOING	
8	Reports	Time Suggestion: 10 Minutes (3:07PM – 3:17PM)			
A.	Incident/Hazard Reports: <i>Andrea B.</i>	<ul style="list-style-type: none"> Injuries must be reported in a timely fashion 			
B.	OHC Update: <i>Spencer S. or Pat H.</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"> N/A 			
9	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. 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. 		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	ONGOING
		• CBE	11/10/2022	05/18/2023	
		• ME	12/14/2022	13/06/2023	
		• CGEE	03/15/2023	03/15/2023	

		• ECE		06/21/2022	
10	Safety Funding	Time Suggestion: 2 Minute (3:18PM-3:20PM)			
	Requests for Safety Items Funding:	• No new items.			ONGOING
11	Roundtable	Time Suggestion: 10 Minutes (3:20PM-3:30PM)			
	• Cylinders audit: <i>Lowell L.</i>	<ul style="list-style-type: none"> • 2023 audit was done. • Aluminum cylinders > 5 years old must be returned. • Cage housekeeping must be kept 			
12	Deferred Business				
A. 23/02/2023 25/05/2023	Update on Safety Funding Metrics: <i>Jason P.</i>	• Jason P. will work with the sub-committee to finalize the safety funding eligibility criteria			Deferred until completed
B. 25/05/2023	Update on renaming labs' first aid kits to differentiate them from central or main first aid kits: <i>Pat H.</i>	• Pat H. and Spencer H. will consult with Safety Resources and report to LSC			Deferred until completed

Distributed copies as follows:

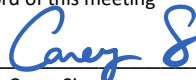
Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee)

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
