



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	Sept 28, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	Oct 26, 2023, at 14:30 ENG2A15	
	Saskatoon, SK S7N 5A9	Fax: 306-966-5202			
Employer Co-chairperson	Rama Gokaraju	Worker Co-chairperson	Majak Mapiour		
Committee Members					
Member	Occupation of/ Representative for	Present Y/N	Member	Occupation of/ Representative for	Present Y/N
Rama Gokaraju	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	Hayden Reitenbach	CGEE Technician / Employee Representative	Y
Robert Grier	Administrative Office Representative / Secretary (CUPE)	N	Jason Pannell	ECE Technician / Employee Representative (ASPA)	N
Cam Tarasoff	Engineering Shops Representative (CUPE)	N	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	N
Lope Tabil	Faculty Representative (USFA)	Y	Lowell Levenick	Receiving Representative (CUPE)	Y
Community Members Invited to Attend					
Raeann Ducharme	Safety Resources Representative	N	Mike Miller	Student Group Representative	N
Spencer Smit	OHC Representative	N	N/A	UG Rep	N
Andrea Book	SBA, Facilities Representative	Y	N/A	Grad Rep	N
Quorum: To ensure quorum, one half (5) of committee members must be present.			Total Members Present:	5/10	

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"> Welcoming new/ returning members: Rama G., Raeann D., and Lope T. 	<ul style="list-style-type: none"> Round table of introductions of the people present 	
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM - 2:36PM)	
		Moved: Rob Peace Seconded: Andrea Book	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM - 2:37PM)													
		Moved: Andrea Book Seconded: Rob Peace													
4	Safety Moment	Time Suggestion: 3 Minute (2:37PM - 2:40PM)													
	<ul style="list-style-type: none"> Monthly safety moment topic <ul style="list-style-type: none"> Safety Moment topic: 	<ul style="list-style-type: none"> Lowell brought up a reoccurring issue of students leaving hazardous experiments during building evacuations (i.e., fire drills). Ensure that if the student has to step out of the lab that there is someone available to shut it down Rob P will do next safety moment. 													
5	Election of Co-Chair – Employee Representative'	Time Suggestion: 5 Minute (2:40PM – 2:45PM)													
	<i>The committee is seeking the election of a new Co-Chair as Majak's term will end at the start of 2024. Individuals are encouraged to put their names forward for consideration. A secret ballot vote will be held in November to elect the new Co-Chair'.</i>	<ul style="list-style-type: none"> Lowell described election process as per agenda 													
6	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:45PM – 2:50PM)													
	<ul style="list-style-type: none"> Monthly updates from each program <ul style="list-style-type: none"> Updates for each department 	<ul style="list-style-type: none"> Departments did not discuss as Oct LSC meeting is going to be the summary of the year anyway. Rob will send out ESMS metrics to all again to ensure they can be addressed in Oct LSC meeting. 	ONGOING												
7	Outstanding Business	Time Suggestion: 5 Minutes (2:50PM – 2:55PM)													
A. 23/02/ 2023 25/05/2023	Update on Safety Funding Guidelines: Jason P.	<ul style="list-style-type: none"> Deferred to next meeting as Jason not present. Rob noted that LSC funding is no longer only "indirect cost of research" but also applies to UG now as well. 	Deferred												
8	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)													
A.	<ul style="list-style-type: none"> ESMS Update: Rob P. Updates to the chemical labeling requirements. 	<ul style="list-style-type: none"> Deferred until Majak present as it affects CBE the most. Discussion on ME's process as per Rob's email distributed with agenda for this meeting. General agreement thus far, though no official stance until Majak can weigh in. 	Deferred												
B.	<ul style="list-style-type: none"> Updating the Hours on the WAH form: Rob P. "Should we consider adjusting the 'normal' working hours on the form from 8:00 AM - 5:00 PM to better reflect the fact that most staff work from 8:30 AM - 4:30 PM?" 	<ul style="list-style-type: none"> Discussion: Rama agrees, having WAH forms reflect technical lab staff's normal hours is more appropriate. Can update form on ESMS, this form should not be publicly available, students should go through admin staff to get form. Motion to amend WAH form: Rob P Seconded: Lowell L All in favor: yes Rob and/or Lowell to make WAH form revision. 	Completed												
9	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)													
A.	Incident/Hazard Reports: Andrea B.	<ul style="list-style-type: none"> Someone scratched by bat, Andrea advised to not try to catch wildlife. Please contact facilities if animals in office. 													
B.	OHC Update: Raeann D. or Spencer S.	<ul style="list-style-type: none"> Not present to report 													
C.	Safety Resources Update: Raeann D.	<ul style="list-style-type: none"> Not present to report 													
D.	Facilities Update: Andrea B.	<ul style="list-style-type: none"> Freight elevator not working. 	TBD												
10	Lab Inspection Updates	Time Suggestion: 3 Minute (3:15PM – 3:18PM)													
	OHC/LSC Lab Inspections: LSC Co-Chairs <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. 	<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>05/18/2023</td> </tr> <tr> <td>• ME</td> <td>12/14/2022</td> <td>06/13/2023</td> </tr> <tr> <td>• CGEE</td> <td>03/15/2023</td> <td>03/15/2023</td> </tr> </tbody> </table>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	• CBE	11/10/2022	05/18/2023	• ME	12/14/2022	06/13/2023	• CGEE	03/15/2023	03/15/2023	ONGOING
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		• ECE		06/21/2022	
11	Safety Funding	Time Suggestion: 2 Minute (3:18PM - 3:20PM)			
	Requests for Safety Items Funding:	• No new items.			ONGOING
12	Roundtable	Time Suggestion: 10 Minutes (3:20PM - 3:30PM)			
	•	<ul style="list-style-type: none"> • Lowell no longer providing covid supplies, masks and sanitizer to be stocked in select other offices. PPE stores is still offering direct purchasing of supplies, but ramping down supply as well. • Pat and Chandler to distribute fire drill stats at later date. Lowell noted that without a full suite of door guards it is challenging to keep people from walking back in during evacuations. • Andrea talked about vandalism on lockers and elevators that had gone unreported for weeks. This is psychologically damaging, please report any and all vandalism to Andrea so that it can be removed. 			
13	Deferred Business				
A. 25/05/2023	Update on renaming labs' first aid kits to differentiate them from central or main first aid kits: Pat H.	<ul style="list-style-type: none"> • Pat H. and Spencer H. will consult with Safety Resources and report to LSC • Deferred to next meeting as Pat not here. 			Deferred until completed
<p>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</p>					
<p>In my opinion the above is an accurate record of this meeting</p> <p style="text-align: center;"><i>Rama Gokaraju</i></p> <p>Co-Chair Management SIGNATURE: _____ Rama Gokaraju Acting Associate Dean of Graduate Studies and Strategic Projects</p> <p style="text-align: center;"><i>Majak Mapiour</i></p> <p>Co-Chair Employee SIGNATURE: _____ Majak Mapiour CBE Departmental Assistant</p>					

Attachments:

Title: ESMS Update

Person: Rob Peace

Item:

The Mechanical Engineering Safety Committee after much discussion has updated our chemical labeling requirements in the department SOP, primarily around small containers and Consumer products. It was becoming too cumbersome to ensure that every consumer product had a label saying it was non-WHMIS, or an additional WHMIS compliant label if the SDS said it was WHMIS controlled. The resources used were communications with the CCOHS (Canadian Centre for Occupational Health and Safety), and Usask Safety Resources documents to ensure the requirements were inline. I think we should consider adopting these requirements in the ESMS, this should not be met with much resistance as it is actually easier to comply with. The wording in the ME SOP is as follows for these items:

- Consumer Products:
 - Do not require a WHMIS label even if an SDS is available and the SDS says that it is a WHMIS product. (As per CCOHS communication 2022).
 - Must be on the Chemical Inventory list.
 - SDS, if available should be in the SDS binder.
 - Must have a proper storage code sticker.
 - Consumer products are sold by retailers to the general public for household use.
 - Vendor Examples: Canadian Tire, Home Depot, Amazon etc.
 - Product Examples: WD-40, spray paint, glues, sealants etc.
 - Are easily identified by the consumer product hazard symbols (which are different than WHMIS symbols).
 - Explosive, Poison, Corrosive and Flammable
 - Decanted Consumer Products:
 - Must have a proper storage code sticker.
 - If the SDS says WHMIS controlled, then a WHMIS label must be used for the decanted product.
 - If the SDS is unavailable or it is non-WHMIS, then the label can be the product name and an indication that it is not WHMIS regulated.
- Small Item labelling including mixtures used for research:
 - Must have a label that can be used to clearly identify all constituents.
 - The label does not have to adhere to WHMIS 2015 (As per USASK WHMIS Resource Manual section 4.5)
 - Options include:
 - Numbering vials and having a cross-reference sheet that has more information, such as:
 - 1. 5% Nitric Acid, 6% Acetone, 89% Water
 - Chemical Formula and/or another identifier
 - Provided there is enough information to fully quantify the mixture using the label and a log or cross-reference sheet.
 - SDS must be available for all constituents (unless the constituent is a consumer product and no SDS is available)

- For the above example: Nitric Acid and Acetone SDS's must be available.
 - For the Chemical inventory list, the constituents must be included and the total quantities that were purchased, if there is a 4L container of Nitric Acid purchased and 93 small vials are created as in the example the total quantity would still be 4 L of Nitric Acid and 1 container on the Chemical Inventory List, the 93 vials of mixtures would not appear on the inventory list only their constituents in the quantity purchased.
 - Exception: If a mixture creates a unique or more hazardous item than the constituents then it should be included on the chemical inventory as a new item, including the volume and number of containers.
- First-Aid Kit Contents:
 - Considered consumer products for chemical labelling.
 - Do not necessarily need to be replaced when the posted expiry date occurs.
 - Items should be replaced when they are no longer viable for use.
 - Sterile items:
 - Compromised packaging
 - Adhesive no longer viable
 - Disinfectants:
 - When visibly appear not suitable for use or have compromised packaging.